

Child Records Checklist*

Child's Name:			
Enrollment Date:		Birth Date:	

Records of current children shall be maintained on file at the center and for one year after the child's last day of enrollment (at the center or a central administrative office).

Universal Health Record (for children not enrolled in public or private school)	<i>Physical Date:</i>	<i>Physical Date:</i>	<i>Physical Date:</i>
<ul style="list-style-type: none"> * Must be completed upon admission. * 30-day grace period is permitted for children from other states or countries and for children in foster care, or experiencing homelessness. * Updated annually per the date of the child's physical examination. 			

	<i>Date on File/ Staff Initials:</i>	<i>Comments:</i>
Signed Application ¹ : <small>¹Signed Application shall include child's name, address, birthday, parent's employer information, and emergency contacts and phone numbers.</small>		
Signature for Receipt of Information to Parents:		
Signature for Receipt of Policy on the Use of Technology and Social Media:		
Signature for Receipt of the Release of Children Policy:		
Signature for Receipt of Expulsion Policy:		
Signature for Receipt of Communicable Disease Policy:		
Health Care Provider's Name and Telephone:		
Medical & Special Needs Statement (SA, 6-13):		
Emergency Medical Treatment Authorization:		
<i>The Following Documentation May or May Not be Applicable</i>		
Signature for Receipt of Parental Notification Methods (if using methods other than a telephone):		
Permission to Transport:		
Custody Document:		
Walking Permission Slip:		
Special Care Plan:		

Date Records Complete:

*This checklist may be used in addition to and does not replace the Children's Records Checklist.