



**CHILDREN'S FILE CHECKLIST**

- \_\_\_\_\_ #1 Enrollment Form, or its equivalent with date of birth, date of enrollment, and parent/guardian signature included
- \_\_\_\_\_ Password
- \_\_\_\_\_ Emergency Medical Release
- \_\_\_\_\_ Discipline Policy signed by parent/guardian
- \_\_\_\_\_ Expulsion Policy signed by parent/guardian
- \_\_\_\_\_ Hours of Operation signed by parent/guardian
- \_\_\_\_\_ "Know Your Child Care Facility": signed statement that parent/guardian has received the brochure
- \_\_\_\_\_ Immunization Record Form #680 (blue form)
- \_\_\_\_\_ Statement of Good Health Form #3040 (gold form)
- \_\_\_\_\_ Flu brochure signed by parent/guardian annually in August/September
- \_\_\_\_\_ Food Activity Permission Form
- \_\_\_\_\_ Physical Activity Participation Form
- \_\_\_\_\_ Parental/guardian consent for child care personnel to have access to child's records.
- \_\_\_\_\_ Accident/Incident Reports (if applicable)
- \_\_\_\_\_ Field Trip Permission Slips (if applicable)
- \_\_\_\_\_ #5 Authorization for Medication (if applicable)
- \_\_\_\_\_ Safe Sleep Policy – signed by infant parents/guardians (if applicable)
- \_\_\_\_\_ Distracted Adult Flyer signed by Parent in April and September
- \_\_\_\_\_ Religion Exemption notification to parents (if applicable)