

APPENDIX B (Licensed Family)

RECORD REQUIREMENTS

This document is not rule. Instead, it is a tool to help as a quick reference to some of the Child Care Licensing (CCL) rules. This document will be updated as needed, but at least once a year. For complete access to the rules and their interpretation, please go to <https://childcarelicensing.utah.gov/Rules.html>.

For Child Care Licensing, all records must be kept on-site for at least six weeks or longer depending upon the action or event that is documented. Children's and personnel records must be current and kept on-site while the individual is involved with the program, and for six weeks after the individual leaves the program. The business license and other facility records, such as fire inspection reports, must be current and kept on-site for at least 6 weeks after their expiration dates. Other agencies, such as the local health department, the food program, or the IRS, may require that records be kept for a longer period of time.

Children's Records		
Rule	Record	Requirement
90-6(10)-(12)(a)-(b)	Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases	<ul style="list-style-type: none"> • Obtain from parent before admission into program • Update annually • Keep on-site for CCL review
90-6(13)(a)-(d)-(15)	Immunization records for each infant, toddler & preschooler	<ul style="list-style-type: none"> • Obtain before child's admission into program • Must be current • Keep on-site for CCL review
90-11(6)(a)-(f),(8)	Children's daily attendance including sign-in and sign-out records	<ul style="list-style-type: none"> • Document daily • Keep 6-week record on-site for CCL review
90-14(17)(a)-(b), (21)	Serious incident, accident or injury involving child	<ul style="list-style-type: none"> • Give written report to parent on day of occurrence • Keep 6-week record on-site for CCL review
90-14(20)(a)-(b)	Child received medical attention for injury while in care or for fatality	<ul style="list-style-type: none"> • Notify CCL within next business day • Submit written report within 5 business days
90-17(4)-(7)(a)-(b)	Medication permission & instructions	<ul style="list-style-type: none"> • Must be filled out and signed by child's parent before administering medication
90-17(9)(a)-(c), (12)	Medication administration record	<ul style="list-style-type: none"> • Complete immediately after administering medication • Keep 6-week record on-site for CCL review
90-18(7)(a)-(f)-(8)(a)-(e)	Parental permission for swimming & offsite activities	Obtain before each activity
90-18(9)(a)-(e)	Written emergency information and releases	Must be with caregiver for each child on offsite activity
90-19(16)	Trampoline permission form	<ul style="list-style-type: none"> • Signed by parent before child uses trampoline • Keep on-site for CCL review

Children's Records Continued		
90-20(1)(a)-(b)	Transportation permission form	<ul style="list-style-type: none"> Signed by parent Keep on-site for CCL review
90-20(4)(a)-(i)-(5)(a)-(d)	Children's emergency contact information	Driver/caregiver must have for each child being transported
90-24(15)	Sleep equipment permission	<ul style="list-style-type: none"> Obtain written permission from parent before child sleeps in unsafe sleep equipment Available for CCL review
90-24(16)	Alternate sleep position documentation	From health care provider

Personnel Records		
Rule	Record	Requirement
90-7(13)(a)-(i)-(14)(a)-(c)	Preservice training documentation	Keep on-site for CCL review
90-7(15)(a)-(h)-(18)(a)-(e)	Annual training documentation	Keep on-site for CCL review
90-7(22)(a)-(c)	Personnel Records <ul style="list-style-type: none"> Date of initial employment or association First aid and CPR certification Days and hours worked 	<ul style="list-style-type: none"> Keep on-site for CCL review Days and hours worked kept for 6 weeks
90-8(1)(a)-(d)-(6)(a)-(c)	Background check form & fees for new covered individuals Fingerprints & fees as required per rule	<ul style="list-style-type: none"> Submit to CCL Individual must pass CCL background check before involvement with child care
90-8(7)-(8)(a)-(c)	Background check form & fees for renewal	Submit to CCL at least 2 weeks before end of renewal month on background check card
90-14(12)(a)-(c)-(13)	Emergency substitute background statement	<ul style="list-style-type: none"> Obtain before leaving children in care of the emergency substitute Submit to CCL within 5 working days of occurrence
90-20(4)(a)-(i)	Current driver's license for each driver	<ul style="list-style-type: none"> Valid for the type of vehicle being driven Carried with the driver

Facility Records		
Rule	Record	Requirement
90-6(8)(a)-(e)	Health & Safety Plan	<ul style="list-style-type: none"> • Complete on CCL's form • Submit to CCL in license application period & after any change • Reviewed and updated as needed • Signed and dated annually • Available during business hours to parents, staff, and CCL
100-14(3)-(8)	Fire & disaster drills	<ul style="list-style-type: none"> • Documentation contains all required information • 12-month record kept on-site for CCL review
90-16(2)(a)-(e)	Meal & snack menus if not on CACFP	<ul style="list-style-type: none"> • Current Approval • Keep 6-week record on-site for CCL review
90-19(7)	ASTM documentation for cushioning	Keep on-site for CCL review
90-21(8)-(9)	Animal vaccination records	<ul style="list-style-type: none"> • Must be current • Keep onsite for CCL review