

## Out of School Time Program Instructions for completing the Child Record Form

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1. This form must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection. **In order for your license to be renewed, this form must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.**
2. Complete one form for each classroom or group of children in your program. If multiple pages are needed to include all of the children in a classroom/group, use multiple pages and staple the pages for each classroom/group together. You should have one page, or one set of stapled pages, for each classroom/group in the center.
3. At the top of the first page for each classroom/group, list the program's name and address, the date you completed the form, the classroom/group the form is for, and the caregiver(s) for that classroom/group.
4. In the first three columns list the first name, last name, and date of birth of each child, including part-time children, in the classroom/group.
5. In the fourth column, for each child mark an "X" under "Yes" if you have a complete Admission Form for that child that includes all of the information listed at the top of the first page. If you do not have an Admission Form or if the form is incomplete for that child, mark an "X" under "No."
6. In the fifth column, mark an "X" under "Yes" if you have a completed Health Assessment for that child. If you do not have a completed Health Assessment for that child, mark an "X" under "No."
7. In the sixth column, mark an "X" under "Yes" if the Health Assessment for that child has been reviewed, initialed, and dated by the parent within the past 12 months. Mark an "X" under "No" if the Health Assessment for that child has not been reviewed, initialed, and dated by the parent within the past 12 months. If you do not have a completed Health Assessment for that child, leave the sixth column blank.
8. In the last column, mark an "X" under "Yes" if you have a completed transportation form signed by the parent giving you permission to transport that child. Mark an "X" under "No" if you do not have one. Mark an "X" under "N/A" if you do not transport children.
9. Make additional copies if more pages are needed to include all of the children who attend your program.

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at:

[www.health.utah.gov/licensing](http://www.health.utah.gov/licensing)