

Required Records for Child Care Centers, Hourly Centers, and Out of School Time Programs

The following are lists of the documentation that must be at the center for review. You may want to copy the staff record chart and child record chart and attach them to the front of each staff and child file.

GENERAL CENTER RECORDS	
<input type="checkbox"/>	Documentation of the previous 12 months of fire drills
<input type="checkbox"/>	Documentation of the previous 12 months of disaster drills
<input type="checkbox"/>	Current animal vaccination records
<input type="checkbox"/>	A minimum of six weeks of child attendance records (including sign-in and sign-out)
<input type="checkbox"/>	Your current local health department inspection
<input type="checkbox"/>	Your current local fire department inspection
<input type="checkbox"/>	Your most recent Request for Annual Renewal of CBS/LIS Criminal History Information for Child Care
<input type="checkbox"/>	Your most recent Disclosure & Consent Statement for CBS/LIS Background Screening
<input type="checkbox"/>	Your written policies and procedures
<input type="checkbox"/>	Your written emergency and disaster plan (updated and reviewed yearly)

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form

CHILDREN'S RECORDS
<input type="checkbox"/> Admission Form
<input type="checkbox"/> Health Assessment with yearly updates (not required for Hourly Centers)
<input type="checkbox"/> Current immunization record or documentation of a legally valid exemption (Center only)
<input type="checkbox"/> Transportation Permission Form (if the center transports children)
<input type="checkbox"/> Medication Permission Forms & Record of Medications Administered (minimum six week)
<input type="checkbox"/> Accident / Incident / Injury Reports (minimum six week)
<input type="checkbox"/> Infant / Toddler Daily Record (eating, sleeping, and diaper changes – minimum six week) (Center only)

STAFF RECORDS
<input type="checkbox"/> Date of initial employment
<input type="checkbox"/> Approved Initial CBS/LIS Consent and Release of Liability for Child Care Form
<input type="checkbox"/> A record of days and hours worked (minimum six week, this includes directors and assistant directors)
<input type="checkbox"/> Documentation of orientation training
<input type="checkbox"/> Documentation of annual training including topics
<input type="checkbox"/> Current First Aid and CPR Certification (if applicable)

This form is provided for technical assistance purposes only.
Providers may use this form if they choose, but are **not** required to use this form