

APPENDIX B (Centers) 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
100-6(11)-(13)(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
100-6(14)(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
100-11(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
100-14(10)(a)-(b), (14)	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
100-14(13)(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
100-17(4)-(7)(a)-(b)	Medication permission & instructions	Must be filled out and signed by child's parent before administering medication
100-17(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
100-18(7)(a)-(f)-(8)(a)-(f)	Parental permission for swimming & offsite activities	Obtain before each activity
100-18(9)(a)-(e)	Written emergency information and releases	Must be with caregiver for each child on offsite activity
100-20(1)(a)-(b)	Transportation permission form	<ul style="list-style-type: none"> • Signed by parent • Keep on-site for CCL review
100-20(4)(a)-(i)-(5)(a)-(d)	Children's emergency contact information	Driver/caregiver must have for each child being transported

Children's Records Continued

100-24(17)	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
100-24(18)	Alternate sleep position documentation	From health care provider
100-24(20),(22)	Infants' eating & sleeping patterns	<ul style="list-style-type: none"> Document within 1 hour of feeding or nap Include name, food/beverages eaten, & time child slept Keep 6-week record on-site for CCL review
100-24(21),(22)	Infants' & toddlers' diaper changes	<ul style="list-style-type: none"> Document within 1 hour of diaper change Include time and diaper status Keep 6-week record on-site for CCL review

Personnel Records

Rule	Record	Requirement
100-7(19)(a)-(i)- (20)(a)-(c)	Preservice training documentation	Keep on-site for CCL review
100-7(21)(a)-(h)- (24)(a)-(e)	Annual training documentation	Keep on-site for CCL review
100-7(28)(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
100-8(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
100-8(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
100-20(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
100-6(9)(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
100-16(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
100-19(15)(a)-(c)-(16)	ASTM documentation for cushioning	Keep on-site for CCL review
100-21(8)-(9)	Animal vaccination records	<ul style="list-style-type: none"> • Must be current • Keep onsite for CCL review