

## APPENDIX B (Hourly 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.

<b>Children's Records</b>		
<b>Rule</b>	<b>Record</b>	<b>Requirement</b>
60-6(11)-(13)(a)-(b)	Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases	<ul style="list-style-type: none"> <li>Obtain from parent before admission into program</li> <li>Keep on-site for CCL review</li> </ul>
60-11(6)(a)-(f),(8)	Children's daily attendance including sign-in and sign-out records	<ul style="list-style-type: none"> <li>Document daily</li> <li>Keep 6-week record on-site for CCL review</li> </ul>
60-14(10)(a)-(b), (14)	Incident, accident or injury involving child	<ul style="list-style-type: none"> <li>Give written report to parent on day of occurrence</li> <li>Keep 6-week record on-site for CCL review</li> </ul>
60-14(13)(a)-(b)	Child received medical attention for injury while in care, or for fatality	<ul style="list-style-type: none"> <li>Notify CCL within next business day</li> <li>Submit written report within 5 business days</li> </ul>
60-17(4)-(7)(a)-(b)	Medication permission & instructions	<ul style="list-style-type: none"> <li>Must be filled out and signed by child's parent before administering medication</li> </ul>
60-17(9)(a)-(c), (12)	Medication administration record	<ul style="list-style-type: none"> <li>Complete immediately after administering medication</li> <li>Keep 6-week record on-site for CCL review</li> </ul>
60-18(6)(a)-(f)-(7)(a)-(f)	Parental permission for swimming & offsite activities	Obtain before each activity
60-20(1)(a)-(b)	Transportation permission form	<ul style="list-style-type: none"> <li>Signed by parent</li> <li>Keep on-site for CCL review</li> </ul>
60-20(4)(a)-(i)-(5)(a)-(d)	Children's emergency contact information	Driver/caregiver must have for each child being transported
60-24(15)	Sleep equipment permission	<ul style="list-style-type: none"> <li>Obtain written permission from parent before child sleeps in unsafe sleep equipment</li> <li>Available for CCL review</li> </ul>
60-24(16)	Alternate sleep position documentation	From health care provider

<b>Personnel Records</b>		
<b>Rule</b>	<b>Record</b>	<b>Requirement</b>
60-7(19)(a)-(i)-(20)(a)-(c)	Preservice training documentation	Keep on-site for CCL review
60-7(21)(a)-(h)-(24)(a)-(e)	Annual training documentation	Keep on-site for CCL review
60-7(28)(a)-(c)	Personnel Records <ul style="list-style-type: none"> <li>• Date of initial employment or association</li> <li>• First aid and CPR certification</li> <li>• Days and hours worked</li> </ul>	<ul style="list-style-type: none"> <li>• Keep on-site for CCL review</li> <li>• Days and hours worked kept for 6 weeks</li> </ul>
60-8(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"> <li>• Submit to CCL</li> <li>• Individual must pass CCL background check before involvement with child care</li> </ul>
60-8(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
60-20(4)(a)-(i)	Current driver's license for each driver	<ul style="list-style-type: none"> <li>• Valid for the type of vehicle being driven</li> <li>• Carried with the driver</li> </ul>

<b>Facility Records</b>		
<b>Rule</b>	<b>Record</b>	<b>Requirement</b>
60-6(9)(a)-(e)	Health & Safety Plan	<ul style="list-style-type: none"> <li>• Complete on CCL's form</li> <li>• Submit to CCL in license application period &amp; after any change</li> <li>• Reviewed and updated as needed</li> <li>• Signed and dated annually</li> <li>• Available during business hours to parents, staff, and CCL</li> </ul>
60-14(3)-(8)	Fire & disaster drills	<ul style="list-style-type: none"> <li>• Documentation contains all required information</li> <li>• 12-month record kept on-site for CCL review</li> </ul>
60-19(15)(a)-(c)-(16)	ASTM documentation for cushioning	Keep on-site for CCL review
60-21(8)-(9)	Animal vaccination records	<ul style="list-style-type: none"> <li>• Must be current</li> <li>• Keep onsite for CCL review</li> </ul>