

Child's File Checklist _____

Required Documentation

- _____ Immunization record (or doctor's note and Religious Exemption form)
- _____ Written child care sick policy
- _____ Written emergency preparedness plan including shelter in place and lockdown areas
- _____ Authorization to administer prescription medication (Administering Prescription and Nonprescription Medication Record form)
- _____ Permission to Participate in Swimming or Wading if applicable
- _____ State subsidy providers - "Proof of Child Identity and Age" and a written allergy care plan

Important Health and Safety Information

- _____ Emergency Contact Information form
- _____ Likes and dislikes
- _____ Authorization for Medical Treatment form
- _____ Illness/Injury report
- _____ General disposition
- _____ Allergies and food restrictions/dietary needs
- _____ Prescription or Nonprescription medication
- _____ Special blanket for napping
- _____ Toys and interests
- _____ Language spoken
- _____ Ways to encourage positive behavior

Good Business Practice Considerations

- _____ Defined business services offered
- _____ Fees and hours
- _____ Days closed and vacation
- _____ Food arrangement and instructions
- _____ Field trip and transportation permission
- _____ Clothing requests
- _____ Other blank business form

