



## Children's Files Checklist

*Information must be kept up to date at all times.*

*Many programs have parents complete a new form annually to ensure they have captured current information.*

1. Enrollment Form: on file before the first day of attendance (complete with information or N/A)

- Child's name, address, and DOB (at minimum)
- Contact information for parent at home and place of employment
- Family physician name and contact information
- Preferred hospital and contact information
- Authorized pick up (anyone who can pick up)
- Emergency contact includes name and phone #
- Release to seek emergency medical care for the child in the parent's absence – (Wording could be included on enrollment form or in a letter signed and dated by the parent.)
- Health Status/Medical History including allergies or restrictions
- Parents signature is required

2. Current Immunization Form, Kentucky Immunization Registry or Medical/Religious Exemption: (on file within 30 days of enrollment)

- Expiration date
- All child's information (including DOB)
- Signature and date from medical professional

3. Animal Consent Form (if applicable)

4. Third Party Professional Services Permission (OT, PT., Speech) (if applicable)

5. Release to Participate in Extra Curricular Programs (if applicable)\*

6. Release to Participate in Activities on Premises (if applicable)\*

7. Release to walk off Premises (if applicable)\*

8. Field Trip Permission Forms (if applicable)\*

9. Medication Log (if applicable)\*

11. Doctor's orders to sleep in alternate equipment (if applicable)

12. Written Parents' Permission to post allergies (if applicable)

13. Parent Request for alternate milk type (if applicable)

14. Incident reports\*

*\*can be stored in separate location but must be available to licensing*

*Revised 4-20*