

## Child File Review for Legally Licensed Exempt Provider Home/Center

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Children's files will need to have the following records available on site:

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- Program name/ Address: \_\_\_\_\_
- Child's Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Enrollment: \_\_\_\_\_
  
- Discipline Policy (*signed by parent*)
- Emergency Contact Information (*name, address, phone number*)
- Suspension and Expulsion Policy (*shared with parent upon enrollment*)
- Safe Transportation Policy (*shared with parent upon enrollment*)
- Transportation Permission Form (*signed by parent*)
- Safe Condition Policy (*shared with parent upon enrollment and posted in program*)
- Immunization Record (*upon enrollment and kept current*)
- A provider shall have written plans for notifying parents regarding the following:
  - Illness, serious injury, or death of the provider.
  - Care in an emergency.
  - Emergency evacuation