

## Child File Review for Licensed Home

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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: \_\_\_\_\_
- Application (*upon enrollment, all required forms*)
- Parent/Guardian's Information (*name, address, phone numbers-home/work*)
- Emergency phone number of responsible adult in case of an emergency
- Authorized pick up list (*name, phone number of person authorized to take child off premises*)
- Birth Certification (*upon enrollment*)
- Licensed Child Care Home Consent Form State form: 50548
- Physical (*within 30 days of child's enrollment date, no earlier than 12 months prior to enrollment*)
- Immunization (*within 30 days of enrollment, kept current*)
- Release for Emergency Medical Care (*signed by parent/legal guardian*)
- Transportation Permission (*field trip/activity offsite written permission from parent/legal guardian*)
- Discipline Policy (*signed by parent/legal guardian*)
- Suspension and Expulsion Policy (*shared with parent upon enrollment*)