

Checklist for Children’s Records

Records for: _____
Child’s Name

Date enrolled: _____

Enrollment Forms

FORM	REQUIRED/OPTIONAL	ON-GOING UPDATES REQUIRED
ALL ENROLLED CHILDREN		
Admission and Arrangements	Form required	As changes occur
Child Information Sheet	Written information required; may use child information form of choice	As changes occur
Immunization Form	Form required	Update based on age of child - infants every 6 months - toddlers every 1 year - preschoolers every 18 months - school-agers every 3 years
Permission to Administer Medications	Written permission required prior to administering medicine, diapering products, sunscreen, insect repellants; may use any permission form of choice	As needed for additional/change in product permissions
Travel and Activity Authorization	Written permission required, prior to field trips, including walks; may use form of choice to gain written permission	As parent permission changes
Liability Insurance Notice to Parents or Guardians	Form required	Annual update if NO liability insurance or when there is a change or lapse of coverage
Mandated Reporting Policy	Required to give form to families; no signatures required	None
Rule and Statute Summary	Required to give form to families; no signatures required	None
Immunization Tracking Form	Form optional	
Contract/Policies (include grievance policy)	Provider developed document(s) required	Update at provider discretion; use Contract and Policy Guidelines for required topics
INFANT SPECIFIC FORMS, IF APPLICABLE		
Swaddling Consent for an Infant	Form required	Update form once infant begins rolling and discontinue use of swaddling item
Infant Rolling Over Parent Statement for Infant Less Than 6-months-old	Written permission required; may use form of choice to gain written permission	
Physician Directive for Alternative Infant Sleep Position	Form required	
Helmet Approval for Infant Sleep	Form required	
ADDITIONAL FORMS, IF APPLICABLE		
Allergy Form	Form required	Must be updated at least annually and when changes in child’s health occur
Wading Pool Risks	Form required	
Wading Pool Permission Form	Form required	As parent permission changes
Swimming Pool Risks	Form required	
Swimming Pool Permission Form	Form required	Annual permission required
Licensing Action Notification & Conditional License posted & parent signatures	DHS supplied notifications/license required	As directed by DHS in notification/conditional license

Note: All records must be retained for five years after care of child ends or license closure.
 Ensure forms used are filled out completely. This is an optional form.

Updated 11.15.2024