

# Child's File Checklist

All items are to be completed before the child attends the center, except as noted:

Child file requirements:	Date completed or documented:
<b>Name:</b>	
<b>Date of birth:</b>	<b>Date of enrollment:</b>
<input type="checkbox"/> Parents'/Guardians' names	
<input type="checkbox"/> Parents'/Guardians' place(s) and hours of employment and work phone number(s), if applicable	
<input type="checkbox"/> Parents'/Guardians' home phone number(s)	
<input type="checkbox"/> Parents'/Guardians' cell phone number(s)	
<input type="checkbox"/> Names and phone numbers of two people authorized to pick up the child	
<input type="checkbox"/> Name and phone number of child's doctor	
<input type="checkbox"/> Court orders on custody and visitation arrangements, if applicable	
<input type="checkbox"/> Hours/days child is to attend:	
<input type="checkbox"/> Parents' Right to Know acknowledgement	
<input type="checkbox"/> Permission for emergency medical treatment	
<input type="checkbox"/> Physical (within 30 days of enrollment)	
<b>Documents required, if applicable</b>	
<input type="checkbox"/> Infant/Toddler development plan (within 45 days of enrollment)	
<input type="checkbox"/> Preschool-age child's annual progress on developmental and educational goals	
<input type="checkbox"/> Screen time permission (TV, DVD, computer, tablet, etc.)	
<input type="checkbox"/> Written infant feeding schedule	
<input type="checkbox"/> Permission to sleep on a mat (if 12-18 months old and walking)	
<input type="checkbox"/> IEP, IFSP, or Section 504 plan	
<input type="checkbox"/> Information on allergies	
<input type="checkbox"/> Existing illnesses or injuries, previous serious illnesses or injuries	
<input type="checkbox"/> Prescription and non-prescription medication	
<input type="checkbox"/> Swimming permission	
<input type="checkbox"/> Transportation permission	
<input type="checkbox"/> Child accident/injury reports	
<input type="checkbox"/> Administration of medication records	
<input type="checkbox"/> Statement that parent is providing meals and/or snacks	