CHILD FILE CHECKLIST

* Child Information (Emergency Card)

q Name, birth date, address, date of admission

q Parents/guardians’ names, addresses, and phone numbers

q Parents/guardians’ employment contact information

q Emergency contacts

q Persons who are authorized to pick up the child *(other than the parent)*

q Physician’s name and contact information

q Special medical information *(if any)*

q Days/hours scheduled to attend care

* Current physical and immunization record (two blood lead screenings or one if the child was 18 months or older and had not received a screening at 12 months.
* Parent’s Right to Know Form
* Parent Permissions

q Screen time usage

q Sleep on a mat when child is12-18 months and able to walk

q Sleep in another area when child is under age two

q Transportation

q Routine outing

* Medication Log
* Accident/Injury reports
* Infant feeding schedule (provided by parent/guardian)