FAMILY CHILD CARE HOME CHECKLIST FOR CHILD RECORDS

This document is being supplied as a sample that can be utilized in this format or tailored to meet your program specific needs. The records included on this sample checklist are required by regulation, however do not include all records you may be required to maintain.
Please keep in mind it is the responsibility of the provider to ensure compliance with all regulatory requirements.
Additional checklists for program maintenance and provider, staff and household member records are available at www.ct.gov/oec

All records must be kept on file at the licensed family child care home and be available for review by OEC staff upon request during visits.

Child Name	Enrollment Form	Emergency Medical Care Provider	Authorized Released Permission	Field Trip Permission	Swimming permission	Transport Permission	Arrangement for Transitioning to School	Health Record Expiration Date *0-5 yrs: Annually School Age: as required by local authorities*	Immuniz. Per DPH immuniz. schedule	Flu Shot Annually: *6 - 59 months Btw. 8/1 - 12/31*	Incident Log	Individual Care Plan	Medication Auth. Form Exp. Date

SAMPLE