

CHILD FILE CHECKLIST

Child Information (Emergency Card)

- Name, birth date, address, date of admission
- Parents/guardians' names, addresses, and phone numbers
- Parents/guardians' employment contact information
- Emergency contacts
- Persons who are authorized to pick up the child (*other than the parent*)
- Physician's name and contact information
- Special medical information (*if any*)
- Days/hours scheduled to attend care

Current physical and immunization record

Parent's Right to Know Form

Parent Permissions

- Screen time usage
- Sleep on a mat when child is 12-18 months able to walk
- Sleep in another area when child is under age two
- Transportation
- Routine outing

Medication Log

Accident/Injury reports

Infant feeding schedule (provided by parent/guardian)