

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)