



**Child Care Facility CHILD File Checklist:** \_\_\_\_\_

Child Name

Items in **Bold** are required before student may attend class:

Underlined items are required with varying application/renewal dates:

Subject:	Date:	Date:	Date:
<b>Child Care Enrollment Application:</b> Must include ALL persons authorized to pick up child; And to include Security Code			
<b>Signed Written Disciplinary/Expulsion Policy</b>			
<u>"Distracted Adult flyer"</u> <u>Signed in April and again in September</u>			
<u>"Influenza Virus, Guide to Parents"</u> <u>Signed in Aug or Sept annually</u>			
<u>Immunization: Form DH680</u> Or: <u>Religious Exemption Form DH681</u> Immunization expires on: Must be on file <b>within 30 days of enrollment</b> or the child shall not remain in the program.			
<u><b>Student Health Examination: DH 3040</b></u> Physical expires on: *Valid for <b>two years</b> from date of physical			
<b>Birth Certificate:</b> Or other approved proof of Birth (i.e., passport).			
<b>Meals/Snack List:</b> Listing known allergies of the child. Signed by Parent/Guardian.			
<u><b>Accident/Incident Reports:</b></u> Each incident must be signed by teacher, parent and director.			
<u><b>All Correspondence with Parents:</b></u>			