

## MINIMUM CHILD RECORD CONTENTS

Child's Name: \_\_\_\_\_

### ALL RECORDS:

- Name, birth date, street address and mailing address of the child
- Name, street address, mailing address and telephone number of the parents
- Places of employment of parents, if employed
- Telephone number, street address and mailing address of parents' employers
- A method of contacting the parents while the child is in care
- Name, address and telephone number of a person (other than the parents) to contact in case the parents cannot be reached in an emergency
- Dates of enrollment and termination
- Record of immunizations on infants, toddlers, and preschoolers
- Name, address and telephone number of the child's physician and dentist if available
- Written authorization to obtain emergency medical care
- Names of persons who are permitted by the parents to remove the child from the child care premises
- Signed copies of all incident reports

### AS APPLICABLE:

- Allergies and other health conditions, if known
- Documentation of special needs, if any
- Written permission from each child's parent to participate in swimming or wading activities
- Written release for photographs taken of the child for the child care program purposes
- Written release for authorization to dispense medication to the child