



## FAMILY CHILD CARE RECORDKEEPING

As a family child care provider, it is your responsibility to maintain records for each child cared for in your home. The following records are required by Licensing Regulations Governing Pinellas County Family Child Care Homes:

### **Child Identification/Enrollment Form**

This form must be completed by the parent or guardian on or before the first day that a child is in care. All areas of the form must be completed.

### **Emergency Medical Release Form**

This form must be completed for each child and the parent's or guardian's signature, notarized, before a child is accepted in care. Hospitals request that the form contain the original notary stamp (***copies of forms are not acceptable***). This form is valid for **one (1) year from the date of notarization**.

### **Health Records**

These forms are obtained by the parent or guardian from the child's health care provider. The health records are required for all preschool age children, including the preschool age children of the provider. These forms **must be on file within thirty (30) days of a child's enrollment**.

#### ◆ **Physical Examination**

The physical examination must be recorded on HRS-H Form 3040, Student Health Examination. This document is valid for two (2) years from the date the physical was performed.

#### ◆ **Immunization Certificate**

The immunizations must be recorded on DH Form 680, parts A-1, B, and/or C, or DH Form 681, Florida Certificate of Immunizations. These forms must be completed fully including:

- All immunizations that have been administered
- Expiration Date

The provider should remind the parent when the expiration date approaches, that a new or updated form will be needed. If immunizations are missed due to illness, the expiration date should be changed by the health care provider or a new form completed to indicate when the immunizations will be due again.

- Physician's signature and date.

Health records are the property of the parent or guardian when the child withdraws from care. The forms are transferable to another child care arrangement.

## **Modified Diet**

If a special diet is required for a child by a physician, appropriate documentation shall be maintained in the child's file to include the physician's order, a copy of a diet, and sample meal plan for the special diet.

## **Medication Log**

- ◆ If a provider chooses to administer medication, written permission from the parent or guardian must be obtained. The signed permission must contain the child's name, the name of the medication, and the date, time and amount of the dosage to be given. The record must be initiated or signed by the adult who gave the medication. This record **must be maintained for four (4) months**.
- ◆ All medication dispensed by the provider must be in the original container. Prescription medication must have the label stating the name of the physician, the child's name, the name of the medication, and the medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or the manufacturer's label.

## **Accident/Incident Report**

All accidents, incidents, and observed health related signs and symptoms which occur at a family day care home must be documented and shared with the custodial parent or legal guardian on the day they occur. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken, and signature of the operator and custodial parent or legal guardian. Records of accidents, incidents, and observed health related signs and symptoms **must be maintained for one (1) year**.

## **Fire Drills**

Fire drills shall be conducted monthly and shall be conducted at various times when children are in care. A written record shall be maintained showing the date, time, and number of children in attendance, and time taken to evacuate the home. This record **shall be maintained for six (6) months**.

## **Permission to Transport**

Signed permission from the parent or guardian is required when transporting children.

## **Daily Attendance**

A daily attendance record must be kept for each child in care. Providers may choose their own system for documenting attendance.

## **OPTIONAL**

### ***Caregiver's Policy Statement***

*This record states the terms of the agreement made between the caregiver and the parent/guardian concerning fees, schedules, holidays, etc. The Child Care Licensing Program provides a form for this use or providers can develop their own. Two (2) copies should be completed and signed by the provider and parent/guardian so that each party has a copy.*