



Minnesota Department of **Human Services**

Document List Child Care Centers

Children's Files

- 1. Child's name, date of birth, address, telephone number
- 2. Name, address, and telephone number of parent
- 3. Instructions on how parent can be reached
- 4. Emergency contact information (two other than parents)
- 5. Alternate authorized pick up information (two)
- 6. Immunization record
- 7. Health care summary
- 8. Written authorization for program to act in an emergency
- 9. Name, address, and telephone number of medical source
- 10. Name, address, and telephone number of dental source
- 11. Infant/toddler: Description of child's eating, sleeping, toileting, communication, and comforting habits and methods
- 12. Documentation of any dietary or medical needs for the child
- 13. Documentation of any individual child care program (ICCP) needs for the child
- 14. Documentation of conferences and summary of information provided to the parent(s)
- 15. Safe Sleep Documentation
 - Parent Consent for Swaddling an Infant
 - Physician Directive for Alternative Infant Sleep Position
 - Optional Parent Statement - Infant Rolling Over Before Six Months

Personnel Files

- 1. Background Study Form/Date submitted to DHS
- 2. First date of direct contact with children documented
- 3. Personnel Information Form (PIF)
- 4. Transcripts
- 5. Application/Resume
- 6. Orientation training documentation
- 7. Staff In-Service training record

Program Forms

- 1. Health Consultant Annual Review
 - 2. Health Consultant Monthly Review (Infants)
 - 3. Monthly Crib Safety Inspection Form
 - 4. Daily Report for Infants and Toddlers
 - 5. Sample Medication Form
 - 6. Sample Field Trip Form
 - 7. Fire Drill Log
 - 8. Tornado Drill Log
 - 9. Accident/Incident Log
 - 10. Separation Log
 - 11. Unqualified Substitute Record
 - 12. Experienced Aide Report
 - 13. Child Care Program Plan
 - 14. Indexed program policies and procedures
 - 15. Mandated reporting/maltreatment of minors
 - 16. Internal Review
 - 17. Risk Reduction Plan
 - 18. Sample Menus: breakfast, lunch, supper, and snacks (as applicable)
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- 8. First Aid and CPR documentation
 - 8. Sudden Unexpected Infant Death (SUID) training documentation
 - 9. Abusive Head Trauma (AHT) training documentation
 - 10. Child Passenger Restraint training documentation
 - 11. Risk Reduction Plan training documentation