

Children's File Checklist Center

Name of Child: _____ Date of Enrollment: _____

The following items must be present in each child's file.

Item	Due Date	Date Received/ Completed
☐ Application for Enrollment	1 st Day	
☐ Contract	1 st Day	
☐ Emergency Medical Care Information/Medical Action Plan (if applicable)	1 st Day/Updated as changes occur and annually	
☐ Medical Report (not required for any child attending a public school or private school as described in G.S. 110-86(2)(e)).	Within 30 days of Enrollment	
☐ Immunization Record (not required for any child attending a public school or private school as described in G.S. 110-86(2)(e)).	Within 30 days of Enrollment	
☐ Documentation of Receipt: Discipline Policy	1 st Day	
☐ Infant Feeding Plan (children less than 15 months-old)	1 st Day	
☐ Infant Sleep Position Waivers (if applicable)	1 st Day	
☐ Documentation of Receipt: Safe Sleep Policy (if applicable)	1 st Day	
☐ Authorization for Transportation (if applicable)	1 st Day/As Occurs	
☐ Documentation of Receipt: Center Operational Policies	1 st Day	
☐ Documentation of Receipt: Summary of Child Care Law	1 st Day	
☐ Copies of Incident Reports	As Occurs	
☐ Emergency Medical Care Authorization (See Application)	1 st Day	
☐ Medication Authorization, Record of Medication Administration (if applicable), and Medication Error Report (if applicable)	As Occurs	
☐ Off Premise Activities Authorization	As Occurs	
☐ Permission to Transport/participate in off premise activities (if applicable)	1 st Day	
☐ Nutrition Opt-out Form (if applicable)	As occurs	
☐ Photo & Video Release Form	1 st Day	
☐ Documentation of Receipt: Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policies	1 st Day	
☐ Permission for aquatic activities (if applicable)	1 st Day	
☐ Notification of Smoking and Tobacco Restriction	1 st Day	
☐ Documentation of Discussion: Parent Participation Plan (Discussed in Operational Policies)	1 st Day	