

CHILD FILES

Child Files 9502.0405 Subp. Records for each child. The provider shall obtain the information required by items A to C from parents prior to admission of a child. **The provider shall keep the information up-to-date and on file for each child.**

9502.0405 Admission; Provider Records: Reporting

Subp. 2. Rule Summary for Parents – **this form is given to each family at time of enrollment**

Subp. 3 Provider Policies – **Most recent copy of provider's policy / contract in child's file**

Subp 4. Records for each child

- a. Admission and Arrangements Form – **updated information as needed.**
- b. Special instructions from the parent shall be obtained in writing and follow about toilet training, eating, sleeping, or napping, allergies, and any health problems. – **if allergy form is used update form annually.**
- c. Immunization Records – **must obtain the most recent copy from the family.**
 - a. Infant – every six months
 - b. Toddler – annually
 - c. Preschool child – every 18 months
 - d. School-age child – every three years
- d. Signed written consent must be obtained in advance from provider's parents so the provider can obtain emergency medical care or treatment and to leave premises for field trips. This consent may be used if the parent cannot be reached or is delayed in arriving. – **Permission to obtain emergency medical care or treatment is now on the Admission and Arrangements form. Permission to leave premises for field trips is given on the Travel and Activity Authorization form.**
- e. Written permission to transport children must be obtained from parents if the provider will be transporting a child. – **Permission given on Admission and Arrangement form and is required to be in Provider's policies.**

9502.0375 Reporting to Agency – **form given to parents at time of enrollment, regarding mandated reporters of child maltreatment. Provider and Family Signature now required on the form.**

9502.0435 Sanitation and Health

Subp 16 Care of ill children, medicine administration. Subp 16 F1 The following govern the administration of medicine by the provider to children in care **Prescription and Non-prescription medication administration form, required at enrollment of each child**

245A.14 Special Conditions for Nonresidential Programs

Subd 10 Portable Wading Pools family day care and group family day care providers - **Need to complete the wading pool consent form annually when using wading pool.**

9502.0355 CAREGIVER QUALIFICATIONS

Subp 4 Day care insurance coverage – **Liability Insurance Notification form signed annually by parents if the provider has no liability insurance or if there has been a change or end to the provider's liability insurance. If you have Liability Insurance that you will continually renew, you do not need to use the annual Liability Insurance Notification form. Only if your policy ends or changes.**

