

Child Record Checklist Certified Child Care

Use of form: Use of this form is voluntary. However, use as a review document by certified child care operators will help ensure compliance with DCF 202. Certification workers may also use this form during monitoring visits to document compliance with the rules. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. An asterisk indicates that the item is also required for the operator's own children under age 7. The department recommends that children's records be kept for 3 years after the child's last day of attendance.

Instructions: Use a check mark to indicate the required information is in the child's file. First day of attendance, birthdate and physical exam date must be entered. If additional space is needed, attach a separate sheet.

Name – Child Care Center		Address – (Street, City, Zip Code)							Provider Number		
Put an asterisk by the name of the operator's own children	Birthdate (mm/dd/yyyy)	Date – First day of attendance (mm/dd/yyyy)	Child Enrollment and Health History Form	Authorization to Administer Medication	Authorization to transport, if applicable	Alternate arrival / release agreement, if applicable	*Immunization history	Not required for children age 5 and older who are enrolled in school *Date – Child Health Report	Health Report Updates: 0-2 every 6 months, 2-5 every 2 years	Intake for Child Under 2 Years	Written contract signed by parent and operator
*Name – Child											
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
SIGNATURE – Person Completing Form								Date Signed			