

CHILDREN'S FILE CHECKLIST

Name of Child: _____

Date of Enrollment: _____

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

Check off	Item	Date Received/Completed
	Application	
	Feeding Schedule (Children less than 15 months of age)	
	Medical Exam	
	Immunization Record	
	Discipline Policy	
	Permission for Outside Fenced Area/ Travel	
	Documentation of Receipt of Parent Handbook/Summary of Child Care Law http://www.ncchildcare.net	
	Copies of Incident Reports	
	Infant Toddler Safe Sleep Policy (If Applicable)	