

## Child's File \_\_\_\_\_

### Required Documentation

- \_\_\_\_\_ Immunization record (or doctor's note and religious exemption form)
- \_\_\_\_\_ Written sick-child policy
- \_\_\_\_\_ Written emergency plan
- \_\_\_\_\_ Authorization to administer prescription medication

### Important Health and Safety Information

- \_\_\_\_\_ Family information and emergency contact information
- \_\_\_\_\_ Likes and dislikes
- \_\_\_\_\_ Authorization for medical treatment
- \_\_\_\_\_ Illness/injury report
- \_\_\_\_\_ General disposition
- \_\_\_\_\_ Allergies and food restrictions/dietary needs
- \_\_\_\_\_ Prescription or nonprescription medication
- \_\_\_\_\_ Special blanket or napping
- \_\_\_\_\_ Toys and interests
- \_\_\_\_\_ Language spoken
- \_\_\_\_\_ Ways to encourage positive behavior

### Good Business Practice Considerations

- \_\_\_\_\_ Defined business services offered
- \_\_\_\_\_ Fees and hours
- \_\_\_\_\_ Days closed and vacation
- \_\_\_\_\_ Food arrangement and instructions
- \_\_\_\_\_ Field trip and transportation permission
- \_\_\_\_\_ Clothing requests
- \_\_\_\_\_ Other blank business forms