

Center records

Child Records and Information

You must keep on the premises organized records of the children enrolled in your center. Each child's records must be readily available to the director or in the director's absence, the staff person in charge. The records must be easily accessible in case of an emergency, but must also be kept in an area of the center where they are not accessible to parents or visitors to the center. All child records should be treated as confidential. It is easiest to keep a separate file for each enrolled child and keep all of that child's records and forms in the file. These must include:

- ◆ Authorization forms for transportation and field trips
- ◆ Authorization for emergency medical care (medical consent form), and
- ◆ Names, telephone numbers, and addresses for those persons authorized to take the child from the center.

It is important that all required forms and paperwork are completed before the child enters your program.

You are required to file written Medication Authorization forms and Accident/Incident reports in each child's file. This lets you see at a glance whether a particular child has a pattern of frequent accidents or illnesses.

Some records must travel with children when they leave the premises, for example, emergency medical consent forms. You might want to have parents sign two emergency medical consent forms when they enroll their child, one on a full-sized sheet of paper to be kept on file at the center, and one on an index card to be carried along with the child when he or she is away from the center. The index card can also contain other information you want to have available if there is an emergency, such as:

- ◆ Parents' work numbers
- ◆ Emergency contact information
- ◆ Doctor and dentist information
- ◆ Important facts from the child's medical history, such as allergies, medicines to which the child is allergic, and serious illnesses.

You are also required to keep written documentation that you have informed parents of their child's individual progress (WAC 170-295-2080) in each child's file. This may include a signed statement that parents have received written observations or assessments about their child, reviewed a child's portfolio, or attended a parent-teacher conference.