

## **Child Day Care Center and Group Day Care Home Records**

Child day care licensing staff are often asked to clarify how long records must be kept. There are several requirements per the regulations regarding this topic:

Section 19a-79-3a(d) requires that daily attendance records for both children and staff, showing specific hours present, be kept on file for at least two (2) years.

Section 19a-79-3a(g) requires that the operator keep all inspection reports, the current licensing application and correspondence related to licensure on file for a two (2) year period.

**Section 19a-79-4a(f) requires that written verification or certification of first aid and/or CPR training be kept on file, for each staff designated to meet the requirements, for three (3) years after the date that the staff member completed the training.**

**Section 19a-79-4a(h)(2)(G) requires that consultation logs, documenting the activities and observations required of consultants, be kept on file at the facility for two (2) years.**

Section 19a-79-5a(a)(3)(A) requires that the facility maintain a written record of all injuries or accidents that result in an injury to a child or illness of a child enrolled at the facility that occur on or off site as part of the child day care program for a period of not less than two years.

Section 19a-79-6a(a)(4) requires that when a program provides either meals or snacks, a copy of what was served shall be kept on file for three (3) months.

**Section 19a-79-9a(b)(3)(A) requires that the written order of an authorized prescriber and the written permission of the child's parent(s) for the administration of medication shall be kept on file at the facility for at least two (2) years after the child is no longer attending the program**

Section 19a-79-9a(b)(4)(A) requires that any medication administration record shall become part of a child's health record when the course of medication has ended.

Section 19a-79-10(h)(4) requires that the health consultant log, which is required for programs that provide care for children under the age of three, shall be kept on file at the facility for two (2) years.

There are currently no requirements to keep other staff or child records beyond the time a child is enrolled or beyond the time a staff is employed, however, programs may want to consult legal council and/or their insurance carriers. Many programs retain records longer than the amount of time required by Regulation and programs should use their own judgment when deciding how long to retain records beyond the minimum requirements.

If you have questions about any of the Regulations, please call the **Help Desk at 1-800-282-6063 or 860-500-4450.**