

**RECORDS TO BE MAINTAINED ON PREMISES
AS REQUIRED BY CHILD CARE CENTER & GROUP CHILD CARE HOME REGULATIONS**

ITEMS TO BE POSTED ON SITE

1. Connecticut Office of Early Childhood License (current)
2. Fire Marshal Certificate
3. Agency Complaint Procedure
4. Food Service Certificate as Required by the Director of Local Health (if applicable)
5. Menus (snacks and/or meals, 1 week in advance)
6. Emergency Plans (fire, weather, medical, evacuation)
7. No Smoking Signs (at all entrances)
8. Agency Inspection Report (for 30 operating days)
9. Radon Test Results Posted with the License (conducted between November and April)
10. Emergency Telephone Numbers (adjacent to phone)
11. Diapering and Hand Washing procedures (in each diapering area)

ITEMS TO BE KEPT IN CHILDREN'S FILES

1. Enrollment Information (child's name, address, date of birth, date enrolled and residence, business address and telephone numbers of the parent(s))
2. Name and Telephone Number of the Child's Physician or Other Primary Health Care Provider
3. Authorized Emergency Medical Permission (to be taken on field trips)
4. Authorized Released Permission for Alternate Pick Up
5. Authorized Permission for Activities Away from the Premises (if applicable)
6. Authorized Transportation Permission (if applicable)
7. Health Record (including screening for risk factors for TB)
*annual physical required for children under age 5
*for school age children as required and accepted by the local school system
8. Immunization Records (including documentation of annual flu vaccine by Dec. 31st each year)
9. Administration of Medication Permission Forms - Including Written Orders (if applicable)
10. Injury/Illness/Accident Reports (Kept on file for 2 years)
11. Individual Care Plan (signed by parent & staff)

ITEMS TO BE KEPT IN STAFF FILES

1. Health Record (updated every 2 years) and Tuberculin Test (negative test and/or chest x-ray)
2. Professional Development
3. New Employee Orientation & Annual Training for Current Staff on Policies, Plans & Procedures
4. Disciplinary Actions
5. First Aid Certificates/CPR Training Certificates (OEC approved courses)
6. Administration of Medication Training Approval (if applicable)
7. Copies of Completed Fingerprint Cards and Forms for Checks of the State Child Abuse Registry

ADDITIONAL RECORDS TO BE KEPT ON FILE

1. Daily Attendance Records for Children and Staff (showing specific hours present) – keep for two years
2. Current Licensing Application, Including Changes, and all Policies and Procedures including: Discipline, Supervision, Child Protection, General Operating Policies, Personnel Policies, Closing Time Policy Educational Program Plan with Written Plan for Daily Program
3. OEC Inspection Reports, all Correspondence Related to Licensure
4. Local Health Environmental Inspection (every 2 years)
5. Consultant Logs, Including Documentation of Annual Review of Written Policies, Plans and Procedures
6. Written Plan for Consultation Services (signed annually by the consultant)
7. Documentation of Behavior Management Techniques Discussed with Parents
8. Administration of Medication Policies, Procedures, Certificates and Training Outline
9. Lead Water Tests (every 2 years) Copy Kept on File at Program
10. Bacterial & Chemical (every 2 years wells only)
11. Lead Inspection Reports, Abatement/Correction Plans, Letter of Compliance, and Management Plans (if applicable)

****REFER TO THE REGULATIONS FOR COMPLETE REQUIREMENTS****