

FAMILY CHILD CARE HOME CHECKLIST FOR PROVIDER, STAFF, AND HOUSEHOLD MEMBER RECORDS

This document is being supplied as a sample that can be utilized in this format or tailored to meet your program specific needs. The records included on this sample checklist are required by regulation, however do not include all records you may be required to maintain. Please keep in mind it is the responsibility of the provider to ensure compliance with all regulatory requirements. Additional checklists for child records and health and safety guidelines are also available at www.ct.gov/oec

All records must be kept on file at the licensed family child care home and be available for review by OEC staff upon request during visits.

Provider, Staff, and Household Members	Adult Health Record Provider: Every 2 yrs HH members: at time of application or when new to HH TB for all adults at application or new to HH	Child Health Record 0-5 yrs: Annually School-Age: as required per local authorities	Child Immunization Record As required per DPH Immunization Schedule	Flu Shot Annually: 6 - 49 months of age Administered btw. 8/1 and 12/31	First Aid Training Exp. Date (for a course on OEC approved list) Every 2 years	Medication Administration Training Approval Oral, Topical, Inhalent Every 3 years (as applicable)	Medication Administration Training Approval Injectable Annually (as applicable)	Background Checks within 5 years for Provider, Staff and HH members over 16 years of age
Provider:								
Substitute:								
Assistant:								
Adult Household Member:								
Adult Household Member:								
Adult Household Member:								
Adult Household Member:								
Child Household Member:								
Child Household Member:								
Child Household Member:								
Child Household Member:								

* A notification of change form must be submitted to the OEC Licensing Division when adults or children become new household members. The following documentation must be submitted: Adult Medical Clearance and TB for all adults 18 years and over / Background Checks for all household members 16 years and over / Child Health & Immunization Record for children 0 - 15 years