

CHECKLIST FOR MISCELLANEOUS RECORDS TO BE KEPT AT A CHILD CARE CENTER/GROUP CHILD CARE HOME

**This document is being supplied as a sample. Your program may develop your own checklist or tailor this checklist to meet your specific needs. The records included on this sample checklist are most that are required by regulation. It is the program's responsibility to be aware of additional records that may apply to them. Separate checklists for staff records and child records are also available at www.ct.gov/oec **

Record	Frequency to update (if applicable)	Completed/ Expiration Date				
OEC License (Posted)	Every 4 years					
Current Licensing Application/Correspondence						
Documentation that Director has Completed 3 Credit Course						
Fire Marshal Certificate (Posted)						
Lead Water Test	Every 2 years					
Bacterial & Chemical Water Test (Well water only)	Every 2 years					
Lead Management Plan						
Radon Test Results (Posted)						
OEC Complaint Procedure (Posted)						
Food Service Certificate (Posted) (If program serves meals)						
Menus (Posted) (If program serves meals)	1 week in advance					
Emergency Plans (Posted)						
No Smoking Signs (Posted)						
OEC Inspection Reports (Posted)	for 30 days after insp.					
Emergency Telephone Numbers (Posted)						
Diapering and Hand Washing Procedures (Posted)						
Daily Attendance Records for Children and Staff	Daily					
Written Organizational Chart						

CHECKLIST FOR MISCELLANEOUS RECORDS TO BE KEPT AT A CHILD CARE CENTER/GROUP CHILD CARE HOME

Written Plan for Daily Program						
Discipline Policy						
Supervision Policy						
Child Protection Policy						
General Operating Policies In Accordance with §19a-79-3a(d)(7) of the Regulations						
Personnel Policies						
Closing Time Policy						
Local Health Inspection	Every 2 years					
Education Consultant Contract	Annual					
Education Consultant Logs	Updated every consult. service					
Health Consultant Contract	Annual					
Health Consultant Logs	Updated every consult. service					
Social Service Consultant Contract	Annual					
Social Service Consultant Logs	Updated every consult. service					
Dental Consultant Contract	Annual					
Dental Consultant Logs	Updated every consult. service					
Dietician Consultant Contract (if program serves meals)	Annual					
Dietician Consultant Logs (if program serves meals)	Updated every consult. service					
Administration of Medication Policies and Procedures						
Administration of Medications Training Outline						
Policy and Procedure for Admin. Finger Stick Blood Glucose Test						