

RFCCH CHILD FILE CHECKLIST

The operator shall maintain a separate file on each child.

Parental signed policies – signed annually or as policies are updated

Policies must include:

- Written permission for corporal punishment and must be clearly defined
- Written permission/authorization to obtain emergency medical treatment
- Written permission to transport child for field trips, to and from school, and for medical treatment
- Written permission to administer medication, prescription or non-prescription medicine
- Written permission for any swimming or water activities

DSS Form 2909 – Consumer Parent Statement – required upon enrollment and at every renewal. Operator shall complete Section I ONLY. Parents/guardians shall complete Section II, sign and date the form.

Signed parental notification that RFCCH does not have liability insurance, if applicable

Child's Name: _____ Date enrolled: _____

RFCCH STAFF FILE CHECKLIST

The operator shall maintain files on themselves, any adult household members, any staff, any emergency person.

SLED/FBI background checks results – Operator, household members (15 years and above), and any staff, including emergency persons, must complete SLED/FBI fingerprint background check **before beginning employment** and those cleared results must be kept in a staff file – *Statute 63-13-40(D)(1)*

DSS Form 2924, Consent to Release Information – Operator, household members (18 years and above), and any staff, including emergency person, must complete a Central Registry/Sex Offender **before beginning employment** and those cleared results must be kept in a staff file – *Statute 63-13-40(D)(1)*

Signed Policies – Operator and any staff, including emergency person, must have signed policies on file.

Training Record – Operator and any staff must have a training record in file showing that required 10 hours of training have been completed. ***Renewal only.***

Staff/Household Member Name: _____

Revised June 2021