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: ______________________

Revised June 2021
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:

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