

LFCCH CHILD FILE CHECKLIST

The operator shall maintain a separate file on each child.

REFER TO SUGGESTED STANDARDS 1.B.1 (a) through (f) and 1.B.2 (a) through (d)

- SC Immunization Record – must be current and on a SC DHEC Form

- DSS Form 2900 – General Record and Statement of Child’s Health – must be completed, signed, and dated by parents and operator. Required upon enrollment and should be updated as needed.

- 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 swimming activities

- DSS Form 2909 – Consumer Parent Statement – required upon enrollment and at every renewal.

- Signed parental notification that LFCCH does not have liability insurance, if applicable.

Child’s Name: _____ Date enrolled: _____

LFCCH STAFF FILE CHECKLIST

REFER TO SUGGESTED STANDARDS I.B.3 and II.A. THROUGH II.B

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

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

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

DSS Form 2901, Medical Statement – Operator and any staff, including emergency person, must complete a medical statement. The Medical Statement shall be updated as needed.

TB Results, DHEC 1420 – Operator and any staff, including emergency person, must have a DHEC 1420 certifying that they are free from communicable tuberculosis.

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

CPR/1st Aid Certification – At least one person during the hours of operation shall have verification that Infant/Child CPR and First Aid is current. This course cannot be taken online and must be conducted by a health care organization.

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

LFCCH HOUSEHOLD MEMBER ONLY FILE CHECKLIST

SLED/FBI Background Check – All household members 15 years and older, including foster, adopted, grandchildren must have clear SLED/FBI fingerprint background check results on file.

DSS Form 2924, Consent to Release Information – All household members 18 years and older, including foster, adopted, grandchildren must have cleared central registry/sex offender results on file.

DSS Form 2901, Medical Statement – All adult household members, 18 years and older, must complete the medical statement and update as needed.

TB results, DHEC 1420 – All adult household members, 18 years and older, must have a DHEC 1420 on file certifying that they are free from communicable tuberculosis.

Staff/Household Member Name: _____

LICENSED FAMILY CHILD CARE HOME POLICIES

The Operator shall provide the parent with a copy of the policies of the family child care home. *Standard I.A.1*

Written policies should include the following:

- Care of Mildly Ill Children – Standard I.A.1(e):** Policy concerning illnesses of children, non-admission and readmission. Things to keep in mind when preparing policy for mildly ill children:
 - Whether or not you choose to provide care to children who are mildly ill
 - written policies and procedures specifying inclusion and exclusion from others
 - A plan for communicating with parents, recording of illness, and type of care provided
 - Specific illnesses and symptoms which prohibit care from being provided (refer to DHEC Exclusion List)
 - A plan to train staff on care of mildly ill children

- Administration of Medications – Standards I.A.1(i) and III.A.4:** Things to keep in mind when preparing policy for administration of medication:
 - Written, signed and dated parental permission before administering any medication or special medical procedures to any child
 - All medication shall be stored in the original container with the child's name and dosage schedule on it
 - All medications shall be used only for whom the medication is labeled
 - Medications shall not be given in excess of recommended dose
 - Prescribed special medical procedures ordered for a specific child shall be signed and dated by a physician or other legally authorized health care provider
 - For each medication that is administered by a staff person, a log shall be kept including the child's name, the name of the medication, dosage, date, time, and name of person administering the medication. This information shall be logged immediately following the administration of the medication.

- Evacuation Plan/Emergency Preparedness – Standard I.A.1 (j):** Things to keep in mind when preparing policy for evacuation and emergency preparedness:
 - Have an up to date written plan for removing children from the building in case of fire, a natural disaster, or threatening situation that may pose a health or safety hazard.
 - Include procedures for staff training in this emergency plan.
 - Include monthly fire drills

- Emergency Medical Plan – Standards I.A.1(k) and III.A.3:** Things to keep in mind when preparing policy for emergency medical treatment:
 - conditions under which emergency medical care or treatment is warranted
 - steps to be followed in a medical emergency
 - where will you take the child
 - the method of transportation to be used
 - who will accompany the child with records to the emergency location
 - who will stay with the child until parents arrive
 - who will stay with other children at the family child care home

- Discipline and Behavior Management – Standard III.C.6:** Things to keep in mind when preparing policy for discipline and behavior management:
 - No corporal punishment shall be used, except when authorized in writing by the parent(s).
 - Caregiver(s) shall not deprive children of meals, naps, or bathroom procedures.

Family Notices – Parents should be provided the following information upon admission:

- Liability Insurance – SC Statute 63-13-210 (A)(B):** All child care facilities will be asked to show proof of liability insurance. If facility does not have insurance coverage, a written notice must be provided to parents of enrolled children.

- Provisional Employment – SC Statute 63-13-45 (A):** If a facility chooses to provisionally employ persons to provide care to enrolled children, written statements must be provided to parents indicating that the facility may provisionally employ a person in order to comply with SC laws and regulations when an unexpected staff vacancy occurs.

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
CHILD CARE LICENSING**

Transportation Checklist

If you transport children, you **must** create and maintain a transportation file. For more details, refer to the Transportation section of the regulations. The following information must be included in this file:

- Verify existence of a valid driver's license for every authorized driver;
- FBI, SLED report and Central Registry Check for all drivers;
- Copies of current CPR/First Aid Cards for staff or driver when no staff is available;
- A written plan for staff to follow in emergency situations such as accidents, bad weather, a sick child, etc.;
- Written directions for every travel destination;
- A record for the driver, which lists the name, address and telephone number of the child care provider as well as names of children being transported;
- An on/off checklist with each child's name to account for the loading and unloading of children **MUST** be used;
- There shall be a First Aid Kit and emergency information for each child in the vehicle;
- Written consent from the parent/guardian is required prior to transporting children in the vehicle; and
- Vehicles must meet the requirements of federal school bus safety standards. For more information on Jacob's Law visit the website at www.jacobs-law.org.

In addition, departure and expected arrival time back to the center should be known by the person in charge at the center.

IMPORTANT NOTE: Staffing ratios must be maintained. Driver may not be counted in the ratios for infants and toddlers.