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| **L-FCCH CHILD FILE CHECKLIST** |

**The operator shall maintain a general record on each child.** *Standard I.B.1*

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

**Current Immunization Record – (must be on SC DHEC form) –**

*Standard I.B.2(c)*

**DSS Form 2900 - General Record and Statement of Child’s Health signed and dated by parents and director and updated as needed -** *Standard I.B.2(a)*

**General Record /Enrollment Form to include ALL of the following:**

**Child’s name, address, birth date, date of enrollment, and dates of acceptance and discharge** – *Standard I.B.1(a)*

**Full name of parents/guardians or person responsible for child, family’s home address, work addresses, and telephone numbers** –*Standard I.B.1(b)*

**Instructions for reaching parents or relatives** *– Standard I.B.1(c)*

**Name, address and telephone number of another person who might be reached in case of emergency** – *Standard I.B.1(d)*

**Name, address, and telephone number of family physician and/or health resource** – *Standard I.B.1(e)*

**Accurate records of daily attendance on each child** - *Standard I.B.1(f)*

**Written permission/authorization to obtain emergency medical treatment, to**

**transport children** *– Regulation 114-515 I. (1) (f)*, **to administer medication** – Regulation *114-515 D. (1)*, **and to participate in swimming activities**

**Written permission for corporal punishment, if applicable. Punishment shall be clearly defined -** *Standard III.C.6 (2)*

**Consumer Parent Statement –**a signed statement by each parent/guardian verifying that the operator has provided him/her with a copy of the suggested standards for family childcare homes – *Statutes 63-13-810 (C) & 63-13-820(B)(2)*

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| **Child’s Name:** | **Date:** |

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*Revised 03/11*

**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.

*March 2011*

**L-FCCH STAFF FILE CHECKLIST**

**REFER TO SUGGESTED STANDARDS I.B.3 and II.A TRHOUGH II.B**

**The operator shall maintain records on all caregivers including himself, other members of his household, and additional staff or help. –** *Standard I.B.3*

**State and Federal background check results** – An employee **MAY NOT** work without state AND federal

fingerprint results on file (Fees are required) unless a provider uses the Provisional Employment process. (Your Regional Office can provide information about Provisional Employment). A break in service for more than a year will require a background check to be repeated. – *Statute 63-13-40 (D)(1).*

**Director/Staff Evidence of Non-Conviction and Statement of Compliance** **(DSS Form #2925)** must becompleted

upon hire and notarized. This form shall only be completed one time and shall remain on file as long as the employee

remains at the facility. – *Statute 63-13-40(C)*

**Consent to Release Information (DSS Form #2924) – Fee of $8.00** per form – Make check or money order payable

to DSS –must be submitted to DSS prior to employment. – *Statute 63-13-40 (D)(1)*

**Medical Statement (DSS Form #2901)** completed and signed by staff and updated as needed. – *Standard II.A.1(a)*

**Health Assessment (DSS Form #2926)** to be completed within 3 months prior to employment or **within 30 days of**

**hire** and every four years thereafter – signed by physician or health source person. **TB** test is done one time unless staff

has a positive test or has been exposed to TB. – *Standard II.A.1*

**Training record (Renewals ONLY)** – Two (2) clock hours per year for anyone who cares for children in the home

– Training for two years prior to renewal visit will be checked and training must on an Official Transcript from the Center

for Child Care Career Development (CCCCD) or an official First Aid/CPR Card. To request copies of transcripts **PRIOR**

**TO VISIT** phone toll free 1-866-845-1555 or visit the CCCCD website at [www.sc-ccccd.net](http://www.sc-ccccd.net) . *Statute 63-13-825(A)*

**L-FCCH HOUSEHOLD MEMBER FILE CHECKLIST**

**State and Federal background check results** – All household members 15 years or older, including foster and

adopted children, must have fingerprint results on file (fees are required) – *Statutes 63-13-810 and 63-13-820 (C) and (D)*

**Director/Staff Evidence of Non-Conviction and Statement of Compliance** **(DSS Form #2925)** must becompleted

upon hire and notarized. This form shall only be completed one time and shall remain on file as long as the employee

remains at the facility.

**Consent to Release Information (DSS Form #2924) – Fee of $8.00** per form – Make check or money order payable

to DSS – *Regulation 114-528(G)(4)*

**Medical Statement (DSS Form #2901)** completed and signed by household member and updated as needed. –

*Standard II.A.2(a)*

Written verification from a physician or health resource attesting that each household member is free from

communicable tuberculosis. – *Standard II.A.2(b)*

**Training record –** Only Household Members who are also caregivers need training (refer to staff file requirements

above) - *Statute 63-13-825(A)*

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| Employee/Household Member’s Name: | Date of Hire: |

*Child Care Licensing*

*March 2011*

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES**

**CHILD CARE LICENSING**

# Transportation Checklist

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](http://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.

*March 2011*