

RECORDS TO BE MAINTAINED ON PREMISES AS REQUIRED BY CHILD CARE CENTER & GROUP CHILD CARE HOME REGULATIONS

ITEMS TO BE POSTED ON SITE

1. Connecticut Office of Early Childhood License
2. Plan for Administrative Oversight of the Facility
3. OEC Complaint Procedure
4. Menus (snacks and/or meals, 1 week in advance)
5. No Smoking Signs (at all entrances)
6. OEC Inspection Report (post or made available)
7. Radon Test Results Posted with the License (conducted between November and April)
8. Emergency Telephone Numbers (adjacent to phone)
9. Diapering and Hand Washing Procedures (in each diapering area)
10. Child Developmental Milestones
11. Sleep Arrangements Policy (where infants sleep)

ITEMS TO BE KEPT IN CHILDREN'S FILES

1. Enrollment Information (child's name, address, date of birth, date enrolled and residence, business address and telephone numbers of the parent(s))
2. Name and Telephone Number of the Child's Physician or Other Primary Health Care Provider
3. Authorized Emergency Medical Permission (to be taken on field trips)
4. Authorized Released Permission for Alternate Pick Up (at least one person other than parent)
5. Authorized Permission for Activities Away from the Premises (if applicable)
6. Authorized Transportation Permission (if applicable)
7. Health Record *annual physical required for children under 5 years of age.
*For school age children as required and accepted by the local school system
8. Immunization Records (including documentation of annual flu vaccine)
9. Administration of Medication Permission Forms - Including Written Orders (if applicable)
10. Injury/Illness/Accident Reports (Kept on file for 2 years)
11. Individual Care Plan (signed by parent & program staff)

ITEMS TO BE KEPT IN PROGRAM STAFF FILES

1. Health Record (updated every 3 years)
2. Professional Development
3. New Employee Orientation & Annual Training for Current Staff on Policies, Plans & Procedures
4. Disciplinary Actions
5. First Aid Certificates/CPR Training Certificates
6. Administration of Medication Training Approval (if applicable)
7. Prospective Program Staff employment history check

ADDITIONAL RECORDS TO BE KEPT ON FILE

1. Daily Attendance Records for Children and Staff (showing specific hours present) (Kept on file for 1 year)
2. Initial Licensing Application, Including Changes, and all Policies and Procedures
3. OEC Inspection Reports, all Correspondence Related to Licensure
4. Local Health Environmental Inspection (every 2 years)
5. Consultant Logs, Including Documentation of Annual Review of Written Policies, Plans and Procedures
6. Written Agreements for Consultation Services (signed annually by the consultant)
7. Documentation of parents informed on Techniques used to Manage Child Behaviors (prior to enrollment)
8. Administration of Medication Policies, Procedures, Certificates and Training Outline (Kept on file for 3 years)
9. Lead Water Tests from at least one drinking fountain, or drinking, beverage, or food preparation sink and from at least two such sources if the facility has more than one (every 2 years)
10. Bacterial & Chemical (every 2 years wells only) Lead Inspection Reports, Abatement/Correction Plans, Letter of Compliance, and Management Plans (if applicable)
11. Fire Marshal Certificate (annually)
12. Emergency Plans (Medical & Multi-hazard)
13. Food Service License (if applicable)

****REFER TO THE REGULATIONS FOR COMPLETE REQUIREMENTS****