General Requirements for Pre-K Children’s Records

All records required by Chapter 0520-12-01: Standards for Child Care Centers and School-Age Child Care Programs shall be maintained in an organized manner onsite at the program and shall be immediately available to the Department upon request. Children’s records shall be kept for one (1) year following the child leaving the agency. Records of children enrolled in prekindergarten programs may be made part of the child cumulative file.

1. A current information form, which shall be updated as changes occur, and which shall include:

* The child’s name and date of birth;
* Name of parent(s);
* Child’s and parents’ home address (or addresses) and phone numbers;
* Parents’ business addresses, phone numbers, and approximate work hours;
* Any special needs or relevant history of the child or the child’s family; and
* The name and address (home and business or school) of a responsible person to contact in an emergency if parent(s) cannot be located promptly.

1. Name, address, and telephone number of a physician to call in case of an emergency.
2. Written consent of parent(s) regarding emergency medical care.
3. A written plan stating to whom the child shall be released.
4. A copy of the child’s health history provided by the child’s parent or other caretaker, which need not be signed or certified by a health care provider, shall be on file in the program and shall be available to appropriate staff.
5. Prior written permission of parent for each off-site activity.
6. Immunization Record.

* The program shall maintain a written record in the child’s file and verify that the child has been immunized according to current Department of Health guidelines.
* Exceptions to this immunization record requirement may be made only if:
  + The child’s physician or the health department provides a signed and

dated statement, giving a medical reason why the child should not

be given a specified immunization; or

* The child’s parent provides a signed written statement that such immunizations conflict with his/her religious tenets and practices.