Forms needed in child's file
Revised 12/09

Child Enrollment/Health Information JFS 01297
- o Required for each childcare child by the first day of attendance.
- o Must be updated annually or as needed.

Child's Medical Statement JFS 01932
- o Required for each child, including any child of the provider, who is not attending a grade of kindergarten or above. (Children attending kindergarten or above are not required to submit a medical statement)
- o Must be on file within 30 days of the child's attendance.
- o Must be completed every 13 months, until child is attending a grade of kindergarten or above.

Caretaker Provider Agreement JFS 01634
- o During the interview, the caretaker & provider shall jointly discuss & complete.
- o Required for each family
- o Shall be amended as needed due to changes in policies, rates, days/hours.
- o Required to give copy of the completed agreement to the caretaker immediately.
- o Required to *submit to CCDJFS within 5 days* of completion and/or amending.
- o The Certified Child Care Handbook for Caretakers (JFS 01332) shall be given to the caretaker.

Caretaker Acknowledgment County form
- o The caretaker & provider shall jointly discuss & complete.
- o Required for each family
- o Required to *submit to CCDJFS within 5 days* of completion and/or amending.

Liability Insurance Statement JFS 01933
- o Required for each family if the provider *does not* carry liability insurance.

Child Medical/Physical Care Plan JFS 01928
- o Required for a child with special needs or health condition.
- o Provider shall review the info, assure understand plan, receive training if required.
- o Plan shall be reviewed by caretaker annually & update as needed.

Permission to Administer Medication JFS 01644
Please refer to 5101:2-14-31 for specific clarification
- o One for each child and each medication administered
- o Valid for 12 months
- o Must include exact dosage, not "as needed"
- o Required for all medications, prescriptions, non-prescriptions including ointments, lotions, baby powder, bug spray, sunscreen

Sleep Position Waiver Statement JFS 01930
- o State regulations, require provider to place infants to sleep on their back.
- o Required providing written authorization signed by the child's physician to place child on stomach or side to sleep.

Incident/Injury Report JFS 01299
- o Required as needed
- o Provider and caretaker's signatures and date required
- o Fax/mail to agency within 3 days if medical attention was required
- o Keep all incident reports in child's file

Routine Trip (revised 8/08)
- o Required for each child.
- o Valid for 12 months
- o Provider must complete routine trip destination & time spent in transit
- o Schedule must be updated with any transportation changes

Swimming Permission (revised 8/08)
- o Required for each child.
- o Valid for 12 months

Field Trip Permission (revised 8/08)
- o Require for each child per event
- o Valid for one use only

Notification of Emergency Substitute Caregivers
- o Required for each family
- o Must be updated if there is a change in Emergency/Substitute caregiver
- o Provider & caretaker's signature and date required

Smoking in Home
- o Required for each family if a smoking home
- o Caretaker's signature and date required

Feeding Instructions
- o Required for infants (0-18 months old)
- o Caretaker's written feeding instructions, which must include type of food/formula, amount of food/formula & feeding times

Infant Daily Report JFS 01911/County Form
- o Completed daily for each infant (0-18 months) in care.
- o Given to caretaker on a daily basis.
- o Must include: food intake, sleeping patterns, times/results of diaper changes, information about daily activities.

Consent to Treat
- o Not required, but highly recommended

IMPORTANT:

- ❖ You are required to conduct an interview with the caretaker and the child at your home prior to providing child care. During the interview, the required paperwork shall be jointly discussed and completed.
- ❖ The forms must be on file by the first day of attendance.
- ❖ You are required to keep a master copy of each form and produce copies as needed or print the online JFS forms.