



Public Works and Environmental Services Department

CONSUMER PROTECTION DIVISION

Child Care Licensing and Enforcement

One North University Drive, Suite A203, Plantation, Florida 33324 · 954-357-4800

Child's File Checklist (Family Child Care Homes)

- _____ Enrollment Form #1 or its equivalent with:
(child's date of birth/date of enrollment/parent signature)
- _____ Password
- _____ Authorization for Emergency Medical Treatment
- _____ Authorization for Medication #5 (if applicable)
- _____ Discipline Policy including expulsion policy (signed by parent)
- _____ Hours of Operation
- _____ Food Activity Permission Form
- _____ Immunization record #680/Religious exemption #681
- _____ Student Health Exam #3040
- _____ Family Day Care Home Provider statement brochure
(Signed statement that parent has received brochure)
- _____ Accident / Incident Reports #4 (if applicable)
- _____ Field Trip Permission Form (if applicable)
- _____ Animal on Premises Notification
- _____ Smoking/E-cigarettes/Vaping Disclosure Form
- _____ Consent for Provider to Access Child's Records
- _____ Safe Sleep Policy *(Signed by infant parent/guardian)*
- _____ Immunization Exemption Statement