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