Public Works and Environmental Services Department
CONSUMER PROTECTION DIVISION
Child Care Licensing and Enforcement Section
One North University Drive, Suite A203 • Plantation, Florida 33324 • 954-357-4800

CHILDREN'S FILE CHECKLIST (FACILITY)

_____ #1 Enrollment Form, or its equivalent with date of birth, date of enrollment, and parent/guardian signature included

_____ Password

_____ Authorization for Emergency Treatment

_____ Discipline Policy signed by parent/guardian

_____ Expulsion Policy signed by parent/guardian

_____ "Know Your Child Care Facility": signed statement that parent/guardian has received the brochure

_____ Immunization Record Form #680 (blue form)

_____ Student Health Form #3040 (gold form)

_____ Food Activity Permission Form

_____ Parental/guardian consent for child care personnel to have access to child's records.

_____ #4 Accident/Incident Reports (if applicable)

_____ Field Trip Permission Slips (if applicable)

_____ #5 Authorization for Medication (if applicable)

_____ Safe Sleep Policy – signed by infant parents/guardians (if applicable)

_____ Exemption from immunization notification to parents (if applicable)