

## Child Care Files

You must give all of the following information to your child care provider by the first day your child attends childcare. You, as a parent, are responsible for keeping this information current. Regulations require the child care provider to keep a file on each child that contains the following:

- The child's name, birth date and any special needs.
- Your name, address, telephone number, work address and telephone number.
- A list signed by you giving the name, telephone number, and relationship of all people authorized to pick up your child.
- Emergency information including:
  - where you can be reached
  - name, street address, city and telephone number of the child's regular source of health care
  - the name, telephone number, and relationship to the child of another adult available in case of emergency.
- A signed medical consent from you authorizing emergency treatment.
- For each preschool-aged child, an admission physical examination report signed by a licensed physician that includes past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. (You must give a statement of health condition signed by a physician or designee annually after the date of the admission physical.)
- For each school-aged child, documentation of a physical examination that was completed at the time of school enrollment or since.
- A signed and dated immunization card provided by the Iowa Department of Public Health.

The file must also include your written permission for your child to attend activities away from the childcare home/center. The permission must include times of departure and arrival, destination, and the names of persons who will be responsible for the child.

