

## Recordkeeping for Family Child Care Homes

- POSTED IN FACILITY:** By door: 1. License  
2. Notification of Parents’ Rights Poster (PUB 394)
- By phone: 3. Emergency Care & Disaster Plan (LIC 610A)  
4. Earthquake Preparedness Checklist (LIC 9148)  
5. Notice of Site Visit (LIC 9213)  
—after each visit for 30 days  
6. Any licensing report documenting a *type “A”* citation  
7. Any licensing report/document verifying compliance or non compliance

- FACILITY FILE:**
1. Child Care Facility Roster (LIC 9040)
  2. Proof of current Pediatric CPR & First Aid
  3. Proof of Preventive Health Practices
  4. Documentation of 2 fire drills a year
  5. Copy of deed or lease/rental agreement
  6. Property Owner/Landlord Notification (LIC 9151)  
—If leasing or renting, give to landlord and keep a copy in file
  7. Property Owner/Landlord Consent (LIC 9149)
  8. Proof of liability insurance or bond  
—if you carry liability insurance/bond in accordance with statutes

- CHILD’S FILE MUST HAVE:**  
\*Take copy on outings
1. \*Identification & Emergency Information (LIC 700)
  2. \*Consent for Medical Treatment (LIC 627)
  3. Notification of Parents’ Right (LIC 995A)  
—Give top to parent; keep bottom receipt in file
  4. Caregiver Background Check Process (LIC 995E)  
—Give to parent
  5. Family Child Care Consumer Awareness Information (LIC 9212)  
—Give to parent

- When applicable (add to child’s file):**
6. Affidavit Regarding Liability Insurance (LIC 282)  
—if you do not have either liability insurance or bond
  7. Immunization Records (PM 286) Note: Copied on blue paper ONLY!  
—for every infant, toddler, or preschool age child
  8. Parent Notification Additional Children in Care (LIC 9150)  
—If you care for more than 6 for small or 12 for large FCCH  
—Give top to parent; keep bottom receipt in file
  9. Consent/Verification for Nebulizer Care (LIC 9166)  
—When administering inhaled medication to child in care
  10. Unusual Incident/Injury Report (LIC 624B)  
—When reporting any incidents or injuries
  11. Acknowledgement of Receipt of Licensing Reports (LIC 9224)  
—When cited for *Type “A”* violation

- STAFF/ADULT ASSISTANT FILE :**
1. Notice of Employee Rights (LIC 9052)
  2. Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC 9108)
  3. Criminal Record Statement (LIC 508)
  4. Fingerprints cleared and associated to facility
  5. Proof of TB Clearance
  6. Proof of current Pediatric CPR & First Aid  
—if left alone with children

- Other ADULTS LIVING IN HOME:**  
(18 or older)
1. Criminal Record Statement (LIC 508)
  2. Fingerprints cleared and associated to facility
  3. Proof of TB Clearance

