

Exploring the Puddle

Early Learning Centre

Policy 26.0

Child Records

The following information is needed for each child's file and must be update accordingly when needed.

Procedure:

1. Registration forms are to be completed BEFORE child begins (please see example on the following pages)
 - a. Registration includes the following required information:
 - i. Name, sex, date of birth, personal health number, immunization status
 - ii. Date of enrolment in the centre
 - iii. Name and contact information of parents
 - iv. Medical practitioner and contact number
 - v. Emergency contacts (2)
 - vi. Any illnesses, allergies, medical disabilities, etc
 - vii. Consent to contact medical practitioner or ambulance in case of accident or illness if the the parent cannot be immediately contacted
 - viii. Other authorized persons for release of child other than the parents and emergency contacts
2. Any special instruction on diet, medications, participation in program activities, or other matters relevant to the child's care – must be agreed upon by licensee and presented in a written document by parent
3. A record of any persons not permitted access to the child
4. A record of the child's closing date will be added upon withdrawal
5. A photograph of the child will be taken on first day and put in file along with a list of distinguishing features (ex. Hair colour, eye colour, identifiable scars, etc)

Last Updated: June 2013