

RECORDS for EACH CHILD

Forms can be found on the Dakota County child care website at:

<https://www.co.dakota.mn.us/HealthFamily/ChildCare/Providing/Pages/forms-guides.aspx>

1. ***Admission and Arrangements form:** You must use the Department of Human Services admission form that can be located on the internet. This form must be thoroughly completed for each child in care by its parent. Be sure that you have names of persons able to remove children from the child care home listed on the form. Also you need to have complete doctor and dentist name, phone number and address for all children **including** infants. If the parent does not have a doctor or dentist for emergencies, you can have them fill in your doctor and dentist information. If a child in care has special needs related to toileting, eating, allergies, or medical conditions, written instructions must be obtained by the parent and be in compliance with the Child Care Rules and Laws.
2. ***Family Child Care Allergy Form:** Parents are required to fill out this form if they have indicated on the Admissions and Arrangements form that their child has an allergy.
3. ***Child Care Immunization form:** You may use the Department of Public Health's immunization form located on the internet, or you may substitute this form by obtaining a form completed directly by the doctor's office if it is dated and identifies the child. These forms must be updated per the following schedule:
 - a. for an infant, every six months
 - b. for toddler, annually
 - c. for a preschool child, every 18 months;
 - d. for a school-age child, every three years
4. **Permission to Administer form for OTC medicine, diapering products, sunscreen, lotions, insect repellent, etc. to children in care:** You must have written permission when you administer any of the above to children. You may use the forms from the childcare web page or come up with your own written permission form.
5. **Permission to Administer form (for prescription medicine):** You must have written permission from a child's parent when you administer prescription medicine. You must also have written permission from the doctor telling you how to administer the medicine. The prescription on the bottle meets this requirement. You may use parental permission form from the childcare web page or come up with your own written permission form.
6. **General Travel/Activity Authorization form:** You must have written permission whenever you take the children off your property. If you will be transporting the children you also must have written permission for this. You may use *the General Travel/Activity Authorization* form on the child care web site, come up with your own written permission form, or use the permissions area on the Admissions and Arrangements form. **(Remember: You must take your first aid kit and the children's parent's phone numbers and their doctor and dentist information with you if you go off your property.)**

7. **Mandated Reporter Policy:** Complete the “Where to Report” portion and give a copy to each family upon enrollment. *Have parent indicate that they received a copy by checking the box on the Admissions and Arrangements form.
8. **Liability Insurance form:** Complete this form annually by obtaining a parental signature and signing the form yourself. One copy per family is required to be kept on file. * This form is only required if you don’t carry liability insurance or if there is a change in your policy. If you do carry liability insurance, complete this portion on Admissions and Arrangements form.
9. **Rule Statute Summary:** Give a copy of the form to each family upon enrollment.

RECORDS for EACH CHILD, if applicable

10. ****Parental Consent for Swaddling an Infant:** With the written consent of a parent or guardian a license holder may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso.
11. **Acknowledgement of an Infant Younger than Six Months Old Independently Rolling Over:** If you have an infant that is younger than six months old who independently rolls onto its stomach after being placed to sleep on its back, the infant may be allowed to remain sleeping on its stomach if the license holder has a signed statement from the parent indicating that the infant regularly rolls over at home and parent’s wishes are that the infant remain on the stomach.
12. **Physician Directive for Alternative Infant Sleep Position:** Infants must always be placed to sleep on their backs unless the license holder has a signed physician directive for any alternative sleep position. Completed form shall be forwarded to licensing worker prior to sleeping an infant in an alternative position for approval.
13. **Wading Pool Permission Form:** Give parents the Fact Sheet, Ricks of Wading Pools at Child Care Homes, and maintain the written parental permission form in the child’s file. The license holder’s signature is required on the form also. (Wading pools are less than 24 inches in height)
14. **Swimming Pool Permission Form:** Notify the county agency before initial use of a swimming pool. Forms and all other requirements must be reviewed prior to pool use.

*Forms 1-3 are required prior to admission

** Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun to roll over independently.