

## FORMS/RECORDS TO KEEP IN YOUR FAMILY CHILD CARE HOME

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At your home inspection, your Licensing Program Analyst will also review all the required forms and information that you must keep on file in your home. ***Please do not submit any of these documents with the application.*** However, have them readily available at the time of your pre-licensing visit so your Licensing Program Analyst can discuss them with you. *Records must be kept for three years.*

### CHILDREN'S FORMS/RECORDS

Children's files must contain the following documents/information:

- Parent Notification, Additional Children in Care (LIC 9150), if you plan to care for more than 6 children for a Small Family Child Care Home, or more than 12 for a Large Family Child Care Home.
- Affidavit Regarding Liability Insurance (LIC 282) - This form is required to be signed by each parent of a child in care if you do not have either liability insurance or a bond.
- Consent for Medical Treatment (LIC 627) - This document gives you permission by the parent to seek emergency medical or dental care for their child if needed.
- Consent/Verification for Nebulizer Care (LIC 9166) - Before a child care licensee or staff person can administer inhaled medication to a child in care, this form must be completed and filed in the child's record and in the personnel file. **A separate form must be filled out for each person who administers inhaled medication to the child.**
- Identification and Emergency Information (LIC 700) - This form must be kept for each child in care and identifies whom to call in an emergency.
- Notification of Parents' Rights (LIC 995A) - This form must be given to each parent at the time a child is accepted for care, along with the LIC 995E.
- Caregiver Background Check Process (LIC 995E) - This form must be given to each parent at the time a child is accepted for care, along with the LIC 995A.
- Family Child Care Consumer Awareness Information (LIC 9212) - This form must be given to the parents of each child in care.
- California School Immunization Record (blue card) (PM 286) - For every infant, toddler, or preschool age child admitted into a Family Child Care Home, the provider must maintain current immunization records on the PM 286. It can be downloaded from the following website: <http://www.dhs.ca.gov/publications/forms/immunization.htm> but **must be printed on blue paper only.**
- Acknowledgement of Receipt of Licensing Reports (LIC 9224), if applicable.

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This information is requested by the Department of Social Services in compliance with Title 22, Division 12 of the California Code of Regulations and Section 1596.70 et. Seq. of Health and Safety Code. Submission of the information is mandatory. The local licensing office is responsible for maintaining the information. Access to this information will be provided unless prohibited by the Information Practice Act of 1977. Certain authorized public and private agencies may have access to this information including the County Welfare Departments, Department of Justice, Regional Centers, the Department of Developmental Services and the Department of Mental Health.

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## **FACILITY FORMS/RECORDS**

Facility files must contain the following documents/information:

- Personnel Records as required in Title 22, Division 12, Chapter 3, Section 102416.1, including but not limited to, proof of current pediatric first aid, CPR and preventive health practices certificate and criminal record information.
- Unusual Incident/Injury Report (LIC 624B) - You must use this form and submit it to your local licensing office when reporting any incidents or injuries occurring during day care hours.
- Child Care Facility Roster (LIC 9040) - It is required that each child care facility maintain a current roster of children who are provided care.
- Notice of Employee Rights (LIC 9052) - This form must be filled out by all employees working in the Family Child Care Home.
- Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC 9108) -This form is the Child Care Custodian's acknowledgement of the requirement to report suspected child abuse.
- Property Owner/Landlord Consent Form (LIC 9149), if you plan to care for more than 6 children for a Small Family Child Care Home or more than 12 for a Large Family Child Care Home.
- Property Owner/Landlord Notification Form (LIC 9151).
- A copy of your deed or lease/rental agreement.

### **INFORMATION TO BE POSTED IN YOUR FAMILY CHILD CARE HOME**

You are required by law to post the following in your home:

- Emergency Disaster Plan (LIC 610A) - This must be posted in your home next to the telephone and the Earthquake Preparedness Checklist (LIC 9148), must be attached to the LIC 610A and available to the public.
- Notification of Parents' Rights Poster (PUB 394) - This poster must be placed in an area of the home where all parents can see it
- Facility License, (LIC 203)-Your Family Child Care Home License must be posted in an area of the home where it can be easily seen.
- Notice of Site Visit (LIC 9213) must remain posted for 30 days (during the hours that children are in care) after each site visit by a licensing representative.
- Any licensing report documenting a type "A" citation must be posted for 30 days during the hours that children are in care.
- Any licensing report or other document verifying compliance or non-compliance with the Department's order to correct a Type "A" deficiency must be posted for 30 days during the hours that children are in care.