

Reviewing Child Files

Child information sheet should include:

Child's full name, home address, and date of birth

Parent's full name, home address, work address, and phone number

Any other emergency contacts/pick up people's full name, home address, and phone number

Does the child address match the parents?

Child tracking sheet:

Check schedule and that the correct school is checked

Review checklist for any areas where a child will need assistance and make staff aware

Child user defined fields page:

Check for any allergies, disabilities, medications, and special conditions (these should be on the posted allergy list)

The child's doctor's office must have the address and phone number listed

Check for media release, MR-Take Photos and MR-us as AD will be marked with a true or false, take photos means you can use the photos in the center only (slideshows, newsletters, etc.) us as AD means the pictures can also be used on the MLEDP website or advertising

Check start date in case they are not starting at the beginning of the school year

All fields should be filled in except for the sunscreen permission and instructions

Contract and signature pages:

Check that the child's name and parent's name at the top of the first page is correct

Check that all of the fields below the policy statements are filled in, there are 7 questions to fill in above the electronic signatures

Check that all signatures are filled in

Health assessment and immunizations:

Check that the child's name is correct (especially if they have a sibling that attends MLEDP)

Check for an immunization list