

**PART III – STANDARDS FOR FACILITIES
DIVISION 4 – ADMINISTRATION
CHILDREN’S RECORDS**

SECTION 36

(1) A licensee must:

- (a) keep a record with respect to each child attending the facility; and***
- (b) retain the record for a period of 2 years after the child ceases to attend the facility.***

(2) A record required by subsection (1) must include:

- (a) the child’s name and date of birth;***
- (b) the names, addresses and telephone numbers of:***
 - (i) the child’s parents;***
 - (ii) any person designated by a parent as a person to be contacted in an emergency if the parent is unavailable; and***
 - (iii) the child’s medical practitioner;***
- (c) any allergy, illness or other medical condition disclosed by the child’s parent or medical practitioner;***
- (d) the child’s immunization status;***
- (e) any medication authorization provided by the child’s parent and any record of medication administered required by section 27;***
- (f) any authorization provided by the child’s parent for:***
 - (i) an excursion not involving transportation of the child; or***
 - (ii) an excursion involving transportation of the child;***
- (g) any report required by section 34 of an injury or an unusual or unexpected occurrence involving the child; and***
- (h) the agreement for services entered into by the licensee and the child’s parent.***

INTENT

The intent of this section is to ensure the facility has appropriate information to deal with the daily and emergent health and safety needs of children attending the facility.

GUIDELINES

Information is updated as changes occur.

Children's records are seen by and discussed with only those staff who need the information in order to provide services.

Children's records are stored in a locked cabinet, drawer or box.

The following forms must be retained on file for *every* child:

- Agreement for Child Care Services
- Child's Health Resume
- Excursion and Transportation Consent
- Child's Emergency Information Card

The following forms are to be completed *as needed* (i.e. completed as required by the situation) and retained on the child's file:

- Medication Form
- Special Excursion Consent
- Minor Injury Report
- Injuries/Unusual Occurrence Report (file a copy; mail *original* to the Program Consultant)

Forms that are *optional* (no longer required but still available):

- Social Resume (Infant, Toddler/Preschool or School-age)
- Child's Medical Certificate

NOTE: All of the above forms are available from the Early Years Branch.