

Children's Files Checklist

- _____ **Application Form Completed**
- _____ **Signed copy of "Promise of Confidentiality"**
- _____ **Signed copy of "Liability Release Form/Parent"**
- _____ **Signed copy of "Play Equipment/Field Trip/Emergency Authorization"**
- _____ **Completed and Signed copy of "Parent/Caregiver Contract"**
- _____ **Gave copy of Behavior Management to parent**

Children's files must contain copies of the above forms and kept on file for two years after child has left the program.

Policies and forms are reviewed with parent in office by staff or if it is more convenient for the parent, in the caregiver's home by the caregiver. The Society or the caregiver may provide the parent with the proper paperwork.

A match meeting takes place between parent and caregiver before child is placed. The Society's Director may attend this meeting if circumstances dictate. At this meeting the parent must complete and sign all required forms. The application may be completed by either parent or caregiver.

Parent and caregiver each receive a copy of the Parent/Caregiver Contract, this may require filling out two forms if caregiver does not have a photocopier so each party receives a copy.

The caregiver keeps a file for each family with all the required forms.

If circumstances change, i.e. days, hours, etc.; parents and caregiver must fill in a new contract.

No new child(ren) should not start with a caregiver without the office being informed prior to them starting. Agency requires the first name, sex, age, and days of the week child is in care. For subsidized parents; caregivers must check with the Agency to ensure subsidy has been approved; otherwise they will not be paid.

If caregivers require new forms, contact the office and we will mail them, drop them off or email them to you.