

Children's Records



Child Care Links
Linking you to the Child Care
Licensing Regulation

www.fraserhealth.ca/childcare

Fraser Health Authority has developed a range of “*plain language*” resources written in user-friendly English which link directly to the ***Child Care Licensing Regulation***. These resources are designed to be easily understood by all, including Licensees and child care staff who speak English as a second language. Child Care Links Resources explain key requirements of the Child Care Licensing Regulation.

Child Care Links has been developed by Nicole Marshall, with contributions from Fraser Health's Community Care Facilities Licensing Program staff, focus group input from licensed child care providers, and with the guidance & support of the Health Protection Strategic & Operations Support team.

Instructions

1. Write the names of each of the children that attend the daycare across the top of the worksheet.
2. Place a ✓ in the box to show that the information is on their file.

Are Children's Records complete and up to date?

RECORDS

Full name									
Sex (boy or girl)									
Date of birth									
Start date									
Medical insurance plan number (Care Card number or travel insurance information)									
Written record or statement of immunization status									
Name and telephone number of a parent, doctor or emergency contact									
Any illness, allergy or medical disability that a child suffers from									
Special instruction about the child's diet (food and drink), care, medicine, or about their taking part in activities									
A photograph or digital image of the child, that can be used to quickly recognize the child in an emergency									
Name of any person who is not allowed to take a child from the daycare									
Written information from a parent saying that a child can be taken from the daycare by someone who is not the parent									
Written information from a parent saying that staff can call a doctor or ambulance if their child becomes ill or is injured while in care									
When a parent or emergency contact has been told a child became sick or injured while in care									
When a parent (or emergency contact person) and the Licensing Officer has been told a child was involved in a reportable incident									
The date a child stops coming to the daycare									

What do these words mean?

Digital image: A picture held on a computer, camera or telephone

Emergency contact: A person who can be reached if parents can not be

Extra support: A child needing extra support needs more help than other children

Immunization status: a record of immunization or a written statement from the parent saying that a child has or has not been fully immunized (as recommended by the BC provincial immunization program)