
Daycare Enrollment Documents Checklist

Every document you need per child - print this and check off as you collect them.

Child's Name: _____ Date of Birth: _____ Enrollment Date:

REQUIRED FOR ALL CHILDREN

These documents must be in every child's file before or at admission.

■ Enrollment / Registration Form

Complete with parent/guardian contact info, child demographics, and program details. No blank required fields.

■ Immunization Records

Validated by a healthcare provider. Must show dates of each dose. Check your state for required vaccines and exemption policies.

■ Birth Certificate or Proof of Age

Needed to verify age for classroom placement and ratio compliance. Certified copy or photocopy depending on state.

■ Medical / Health History Form

Signed by a physician within the timeframe your state requires (typically 6-12 months of admission). Includes chronic conditions, medications, and developmental notes.

■ Emergency Contact Information

At least two contacts besides parents with current phone numbers. Must be accessible in the room where the child receives care.

■ Authorized Pickup List

Every person authorized to pick up the child, with identification requirements. Update when changes occur.

■ Consent for Emergency Medical Treatment

Signed parental authorization allowing the center to seek emergency care if a parent cannot be reached.

■ Parent Acknowledgment of Policies

Signed receipt confirming parent received and reviewed center policies and state parent rights documents.

CONDITIONAL / AS APPLICABLE

Required only when the specific situation applies to the child.

■ Medication Administration Authorization

Required for each specific medication (prescription or OTC). Medication must be in original labeled container.

■ Allergy Action Plan

Required for any child with known food or medication allergies. Include emergency response instructions and Epi-Pen authorization if applicable.

■ Photo / Video Release Consent

Separate authorization for photographing or recording the child. Some states require individual written permission.

■ Sunscreen / Topical Cream Consent

Authorization to apply sunscreen, diaper cream, or insect repellent. Required in most licensed facilities.

■ Field Trip Permission

Per-trip or blanket authorization for off-site activities.

■ Custody / Court Orders

If applicable, keep current custody documentation on file permanently. Release child only to authorized persons.

■ Special Needs Documentation

IEP, IFSP, or individualized health care plan if the child has special needs or health conditions.

■ Subsidy / Voucher Documentation

If the family receives childcare subsidies, maintain voucher and eligibility documentation.

■ Infant Needs and Services Plan

Required in some states (e.g., California) for all infants. Covers feeding, sleeping, and developmental needs.

STATE-SPECIFIC FORMS

Many states require their own official forms. Check your state's licensing agency for required form numbers.

- California: LIC 700, LIC 627, LIC 701, LIC 702, CDPH 286 (Blue Card)
- Texas: Form 2935 (Admission), Form 7255 (Medication), Form 1099 (Discipline Policy)
- Florida: CF-FSP 5012 (Enrollment), DH 3040 (Health Exam), DH 680 (Immunization Blue Card)
- New York: OCFS-LDSS-0792 (Registration), OCFS-LDSS-4433 (Medical Statement)
- Illinois: CFS 600 (Certificate of Child Health Examination)
- Pennsylvania: Emergency contacts updated every 6 months (55 Pa. Code 3270.124)

Find your state's complete requirements at daycarelicensingrequirements.com

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