

## Child Info Book Checklist

| Child Information Book - Items in order:  | Check each item when reviewing :<br>If an item is present:✓; If an item is missing:✗<br>If an item is missing, an explanation must be provided under comments. |
|---|--|
|   | COMMENTS   |
| Weekly Attendance Sheets (current week)   |  |
| Attendance Excuses  |  |
| Emergency Contact Forms- Child Plus #1520   |  |
| <b>*Sheet protector for each child containing:</b>  |  |
| Child Info Form (showing in front) # 1115   |  |
| Parent Guardian Agreement # 3210<br>(in middle; not showing)  |  |
| Child Photo Form # 1163<br>(showing in back; attached to green sheet)                                     |  |
| Report of Incident Requiring Prof. Medical Attn.<br># 1007  |  |
| <b>*File Emergency Plan Forms in the following order:</b>   |  |
| Medical Emergency Plan #1007-1  |  |
| Death/Serious Injury of a Child Emergency Plan<br>#1007-2   |  |
| Missing or Lost Child Emergency Plan # 1007-3   |  |
| Dental Emergency Plan of Action #1007-4   |  |
| Asthma/Allergy Action Plan # 1007-5   |  |
| Facility Emergency Plan # 1007-10   |  |
| Fire Emergency Plan # 1007-11   |  |
| Severe Weather Emergency Plan # 1007-12   |  |
| Off Site Evacuation   |  |
| Severe Weather Report # 1053  |  |
| Poisonous Plants # 3449   |  |
| "Parents" You Have the Rights # 1056  |  |
| <b>*Blank Forms:</b>  |  |
| Minor Illness/Incident Report # 1021  |  |
| Change of Status # 3200   |  |
|   |  |
| <b>*AS NEEDED FORMS:</b>  |  |
| Daily Menu /Food Service Record # 1012 (Golden rod)<br>only needed if classroom staff record meals/snacks |  |
| Monthly Menu  |  |
| <b>Date Reviewed</b>  |  |
| <b>Reviewer Initials</b>  |  |

**\*\*\*Place this Form in the Front of the Notebook. \*\*\*Keep this Notebook with you at all times.**