

Forms Required for Children in Care	
	Blue Card— <i>Day Care Registration</i> OCFS-LDSS-0792
	<i>A Child in Care Medical Statement</i> OCFS-LDSS-4433
	Immunizations should be updated as per your <i>Health Care Plan</i>
	Permission to apply Topic Ointments Sunscreen / Repellants— <i>Non-Medication Consent Form</i> OCFS-6010
	Written Medication Consent Form OCFS-LDSS-7002 (if approved to administer medication)
	Log of TOS/R (or Medication if approved) OCFS-LDSS-7004
	Notes regarding daily health checks / injury— <i>Illness, Injury & Indicators of Abuse Log</i> OCFS-LDSS-7019
	<i>Incident Report(s)</i> OCFS-4436
	Nap / Sleep Agreement
	Feeding Agreement for infants (6 weeks to 18 months) update as needed
	School Age Supervision Permission (if-applicable)
	<i>Notification of a Firearm...</i> OCFS-6006 (if applicable)
	<i>Transportation Consent Form</i> OCFS 6013 (if applicable)
	Contract and policies to be given to parent and signed copy for yourself.

Required Documentation	
	License / Registration Posted
	Compliance History (post new compliance history and discard the old one; mailed w each inspection letter)
	Incorporation Papers and / or DBA
	<i>Caregiver, Employee and Volunteer Daily Attendance Log</i> OCFS-6008
	<i>Visitor Log</i> OCFS-6009
	Contract and policies
	Pool Safety Plan (if applicable)
	<i>Transportation Plan</i> OCFS-6020
	<i>Schedule of Daily Program Activities</i> LDSS-4440
	<i>Plan for Behavior Management</i> OCFS-6018
	Health Care Plan OCFS-LDSS-7021
	Child Daily Attendance Records LDSS-4443 or OCFS-6027
	Child Daily Health Check LDSS-4443 or OCFS-6027
	Menu OCFS-6021 (Meal patterns available at www.fns.usda.gov/cacfp/meals-and-snacks)
	<i>Emergency Plan</i> OCFS-LDSS-6011 / Diagram Posted
	Emergency Numbers Posted OCFS-LDSS-6011
	<i>Record of Evacuation Drills</i> LDSS-4440
	<i>Record of Shelter-in-Place Drills</i> OCFS-6007
	Floor Plans
	<i>Fuel Burning System Inspection</i> OCFS-4926
	<i>Report of Water Supply Testing</i> OCFS-6014
	Caregiver Training including First Aid & CPR LDSS-4879 & OCFS-4880
	Regulations
	List of Approved Caregivers (Approval letters from OCFS) <i>Staff Volunteer and Household Member Information</i> OCFS-6001
	<i>Staff Volunteer and Household Member Medical Statement</i> OCFS-6004
	Animal Vaccinations / Licenses
Other Outdoor Requirements	
	Playground surfacing is appropriate
	Barriers around pools or bodies of water