



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	5	Provider Registration And Operation Procedures	
Section	11	Provider record requirements (N.J.A.C. 10:126-5.11)	

§10:126-5.11 Provider record requirements

(a) The provider's records shall be open for inspection by authorized representatives of the sponsoring organization and of the Department of Children and Families.

(b) The provider shall maintain on a file a signed statement from each parent, affirming receipt of the Information to Parents statement, as specified in N.J.A.C. 10:126-6.21(a).

(c) The provider shall maintain an individual record for each child in care. This record shall include:

1. The child's full name, address and birth date;
2. Name, address, and telephone number of each parent;
3. Name, address and telephone number of each parent's place of employment;
4. Name, address and telephone number of one or more persons designated by the parent(s) to be called in case of emergency when a parent cannot be reached;
5. Name, address and telephone number of the child's health care provider;
6. The child's allergies to medication or drugs, if applicable;
7. The name of the parent's hospitalization plan and number or medical assistance plan, if applicable;
8. The parent's signed authorization for the child's emergency medical treatment;
9. The child's date of enrollment in and date of withdrawal, when applicable, from the family child care home;

10. Results of the health examination for each child, as specified in N.J.A.C. 10:126-6.8(a);

11. An immunization record for each child, as specified in N.J.A.C. 10:126-6.8(b)3;

12. Authorization for a school age child to leave the provider's premises, if applicable, as specified in N.J.A.C. 10:126-6.17(b);

13. Authorization for the provider to transport an enrolled child, if applicable, as specified in N.J.A.C. 10:126-6.7(c)1;

14. Authorization for a child to use a pool or other body of water, if applicable, as specified in N.J.A.C. 10:126-6.6(d); and

15. A record of any accidents and injuries sustained by a child, as specified in N.J.A.C. 10:126-6.10(d).

(d) The emergency contact information listed in (c)1 through 8 above shall be made available to a health care provider, hospital or emergency care unit as appropriate in the event of a child's illness or injury while in the provider's care.

(e) Whenever the provider leaves the home with the child(ren), the provider shall have the emergency contact information in his or her possession.

(f) The provider shall ensure that daily attendance records are maintained for children, which identify the hours of the children's attendance each day.

(g) The provider shall maintain the records noted above for at least one year following the discontinuance of child care services for each child.