

Center's *Administrative Records Checklist* to Assist in Preparing for Inspection by the Office of Licensing (OOL) for Compliance with the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)
Center staff must cooperate with DCF inspections and investigations and allow prompt access to center records as required.

Records To Be Prominently Posted:	Location:
Center License <i>(in each building)</i>	
Fire Certificate <i>(per NJUFC)</i>	
Health Certificate <i>(current per N.J.A.C. 8:24, for centers that prepare meals or have a swimming pool)</i>	
Radon Testing <i>(completed every 5 years, posted in each building)</i>	
Discipline Policy	
Diagram <i>(depicting OOL approved areas, room identifications, how the center is to be evacuated during an emergency from each classroom and the outdoor play area)</i>	
Life/Hazard Use Registration <i>(applicable to licensed capacity/ages served)</i>	
Individualized Written Diets and Feeding Schedules <i>(if submitted by the child's parent or health care provider, are posted in a location that is accessible to staff members caring for the children, and are followed)</i>	
General Records:	Location:
Manual Of Requirements For Child Care Centers (N.J.A.C. 3A:52)	
Current Comprehensive General Liability Insurance	
Table of Organization <i>(current, including lines of authority, responsibility, and job description)</i>	
Staff Substitute System	
DCF Renewal Attestation Form <i>(completed at each renewal, including required documents)</i>	
Certificate of Occupancy/Certificate of Continued Occupancy	
Letter of Prior Use	
Water Supply Certification [indicating public community water system (i.e. water bill) or NJDEP, Bureau of Safe Drinking Water Certification of Acceptable Drinking Water Quality (i.e. private well or non-public water system)]	
DCF Drinking Water Checklist and Statement of Assurance (for centers with a public community water system)	
NJ Department of Health Safe Building Interior Certification <i>(If applicable, or other approval issued by DOH, contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu)</i>	
Lead Paint Inspection Report and Certificate <i>(for buildings built prior to 1978)</i>	
Current Lead Paint Risk Assessment <i>(required for renewal if "Lead Safe" or "Lead Hazard Free")</i>	
Documentation of Asbestos Inspection and Follow-Up Action, If Needed <i>(if applicable)</i>	
A No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site.	
Playground Equipment ASTM F-1487 Documentation of Compliance	
Record of Parent Involvement <i>(may include a governing board, advisory committee, an annual meeting, or an annual open house)</i>	
Record of Parent/Staff Conferences <i>(held semi-annually and upon request)</i>	
Emergency Plan <i>(includes evacuation, disaster, and lockdown procedures, alternate location)</i>	
Field Trip Permission Slips <i>(including the type vehicle(s) used, driver(s) name, and the name and phone number of the transportation company being used, if applicable)</i>	
Record of Extermination Services <i>(if applicable)</i>	
Pet Documentation Including Acceptable Vaccinations <i>(if applicable)</i>	
Notification to Parents of Pets at the Center <i>(if applicable)</i>	
Toilet Training Policy <i>(if applicable)</i>	
Center Policies, Procedures, and Information <i>(including center schedule, a direct on-site center phone number)</i>	
Primary Caregiver List <i>(for groups of 4 infants and/or 6 toddlers, if applicable)</i>	

Policy on the Use of Technology and Social Media <i>(including the use and type of social networking and other web sites; use of e-mail, text messages, and other electronic means of communication with staff and parents; methods and devices used to communicate with parents; and guidelines for appropriate conduct by staff members and parents)</i>	
Policy on the Release of Children <i>(indicating procedures to follow if a parent is late picking up a child, or appears to be impaired state)</i>	
Policy on Methods Parental Notification Form <i>(if methods, other than a phone call, of notifying parents when a child bumps his or her head, bites that break the skin, or falls from a greater than their own, or injuries requiring professional medical attention)</i>	
Expulsion Policy <i>(indicating circumstances, methods to notify parents, sufficient time limits, and reasons for immediate expulsion)</i>	
TV/Computer/Video Policy	
Outline of Daily Activities	
Record of Consulting Head Teacher Visits <i>[staff development needs, dates (at least 2 per month) and times of program observations, evaluations of staff, and ensuring implementation and appropriateness of the program, if applicable]</i>	
Communicable Disease Management Policy	
Medication Policy <i>[administering prescription and non-prescription medication, securing parental authorization for giving medication or health care procedures, treatment of unused medication (disposed of/returned to parent), storage of medication (secured and in the original prescription container), medication records required, authorized staff to administer medication or supervise the self-administration of medication for older children whose parents authorize it)</i>	
Accident/Injury Reports <i>(including name of child; date; time; location; description of accident/injury; witnesses; type of first aid used; treatment/consultation by doctor; type and time of notification to parent)</i>	
Illness Logs <i>(child's name; date; symptoms of illness observed; center's actions, date child returned to the center)</i>	
Log of Monthly Fire and Bi-annual Lockdown Drills	
Staff Records:	Location:
Staff Daily Time Sheets <i>(Arrival and Departure Time of ALL staff)</i>	
Staff Records Checklist <i>(OOL Form)</i>	
Staff Employment Application <i>(Name, Address, Phone Number, Emergency Contacts)</i>	
Criminal Disclosure Statement	
Staff References <i>(at least 2, written or verbal)</i>	
Staff Credentials <i>(Education/Training and Work Experience)</i>	
Record of Receipt of: <ul style="list-style-type: none"> • OOL Information to Parents (2017) • Policy on the Release of Children • Policy on the Use of Technology and Social Media • Policy on Method of Parental Notification Form <i>(if applicable)</i> 	
Record of Mantoux (TB) Results	
Record of Medical Exam <i>(based on a physical exam completed within 6 months start date)</i>	
Documentation Orientation <i>(within 2 weeks of hire and annually, MUST include topics listed below)</i> <ol style="list-style-type: none"> 1. Supervision and tracking all children; 2. Understanding center operations, policies, and procedures; 3. Implementing group size limits and primary caregiver responsibilities (as applicable); 4. Recognizing and reporting child abuse or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's discipline policy; 8. Implementing health practices, including medication administration and responding to symptoms of illness; 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome (if applicable); 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma (if applicable); 11. Recognizing and responding to injuries and emergencies, including the allergic prevention of and response to emergencies due to food-related allergies and other reactions; 12. Including children with special needs in the center's program. 	
Documentation of Staff Development <i>(12 hours for regular staff, 20 hours for credentialed staff/ designee(s))</i>	
OOL Understanding Licensing Regulations Certificate <i>(required for new directors and designees within 90 days the start of their position)</i>	

Documentation of Infant/Toddler Staff Development (<i>specific to staff working with children under 2 ½ years; initiated within 90 days of hire and completed within one year</i>)	
CPR/First Aid Certification (<i>2 staff on site when enrolled children are present</i>)	
Documentation of Designated Staff Trained to Administer Medication (<i>at least two staff and shall include training in use of blood of glucose monitors, nebulizers, epi-pens if needed</i>)	
Child Abuse Record Information (CARI) Checks (<i>completed within 2 weeks of hire and at renewal, for staff age 14 years and above</i>)	
Criminal History Record Information (CHRI) Checks (<i>completed within 2 weeks of hire, for staff age 18 years and above, results retrieved online effective 8/1/16</i>)	
Children's Records:	Location:
Children's Daily Time Sheets (<i>Arrival and Departure Times</i>)	
Children's Records Checklist (<i>OOL Form</i>)	
Enrollment Application (<i>including Name, Address, Birthdate, Phone Number, Emergency Contacts</i>)	
Custody Document (<i>if applicable</i>)	
Universal Health Record (<i>for EC children not enrolled in public or private school, completed prior to admission unless eligible for a 30 day grace period, updated annually per the date of the child's physical</i>)	
Immunization Records (<i>for EC children not enrolled in public or private school</i>)	
Authorization for Emergency Medical Treatment	
Care Plan for Children with Special Health Needs (<i>if applicable</i>)	
Medical Declaration Statement (<i>for SA children enrolled in public or private school</i>)	
Record of Receipt of <ul style="list-style-type: none"> • OOL Information to Parents Document • Policy on the Release of Children • Expulsion Policy • Policy on the Use of Technology and Social Media • Communicable Disease Management Policy • Policy on Methods of Parental Notification Form (<i>if applicable</i>) 	
Written Permission from Parents for Walks (<i>if applicable</i>)	
Written Instructions/Permission from Parents Allowing Their Child(ren) to Leave the Program Unsupervised (<i>if applicable</i>)	
Medication Administration Records (<i>child's name; parental authorization; name of medication; illness being treated; dosage, frequency and other instructions; time and by whom medication was administered; any adverse effects</i>)	
Infant Feeding Plan (<i>feeding schedule, specific formula, breastfeeding arrangements and accommodations, and/or expressed breast milk, nutritional needs, and introduction of new food for each child. For children less than 12 months of age, the feeding plan shall be: documented in writing; maintained on file; made available to each staff member responsible for feeding each child</i>)	
Record of Illnesses or Injuries Reported by the Next Working Day to the OOL as Required (<i>includes an injury or illness that occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Documentation provided within one week</i>)	
Record/Report of Unusual Incidents	
Transportation Records: (if applicable)	Location:
Vehicle Record (<i>for each vehicle, including copy of driver's CDL, copy of registration, copy of insurance, name of assigned additional adult on vehicle and their address, names of each child transported</i>)	
Written Parental Authorization for Transporting School-Age Child	
Center Policies and Procedures for Ensuring the Safe Transportation of Children	
Record of Staff Development on the Center Policies and Procedures for Ensuring the Safe Transportation of Children for Driver(S) And Additional Adult(S)	
Record of Semi-Annual Emergency Evacuation Drills for Type I and Type II School Buses	
Maintenance and Inspection Records for Each Vehicle	