

## REQUIRED CERTIFICATION ENROLLMENT FORMS

Use this checklist to ensure children's files are accurate, up-to-date and meet certification standards. 4-C requires that you keep a master set of these forms on file from which to make your own copies. 4-C recommends providers sit down with each parent and complete paperwork together and keep a separate file folder for each child in your care. All forms are required to be on file before the child's first day except health report (within 90 days) and immunization (within 30 days).

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Child's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

### **Required forms for each child in your care:**

- Day Care Child Enrollment and Health History
- Provider/Parent Child Care Contract
- Parent Information Checklist  
\*Wisconsin Rules Review check-off on Enrollment Form acceptable in place of this form
- Authorization to Transport  
\*Completion of Field Trip check-off on Enrollment Form acceptable in place of this form
- Authorization to Administer Medication
- Immunization Form  
\*Immunization form needs to be updated each time the child receives a new immunization

### **Additional Required forms for all children under age 5:**

- Child Health Report (needs to be signed by a health professional)  
\*Health Reports must be completed by a health professional every 6 months if the child is under the age of 2 and every 2 years when the child is age 2 or older
- Intake form for children under the age of 2

### **Required forms for provider's own children:**

- Health report for children under the age of 5
- Immunization for children under the age of 7

