



REQUIRED CERTIFICATION ENROLLMENT FORMS

Use this checklist to ensure children’s files are accurate, up-to-date and meet the certification standards. 4-C requires that you keep the originals of these forms on file. Please keep a separate file for each child in your care. All forms are required to be on file before the child’s first day except the health report (within 90 days) and immunization form (within 30 days).

Child’s Name: _____ Start Date: _____

Required Forms

- Day Care Child Enrollment and Health History – 1 per child
- Provider/Parent Child Care Contract – 1 per family
- Authorization to Transport
- Authorization to Administer Medication – 1 per child
- Immunization Form – 1 per child
 - *This form needs to be updated each time the child receives a new immunization.*
 - *Immunization records from a physician’s office or the Wisconsin Immunization Registry may be used instead of the form.*

Additional Required forms for all children under age 5:

- Child Health Report (required to be signed by a health professional) or After Visit Summary Printout – 1 per child **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 (only needed for children under 2 years of age) – 1 per child

Required forms for provider’s own children:

- Health report for children under the age of 5 – 1 per child
- Immunization information for children under the age of 7 – 1 per child