

# Record Keeping & Organization Tips



*Organized records help lower stress, streamline tracking systems, and increase compliance during regulatory visits!*

**Use large 3-ring binders or files to organize records that will be viewed during your regulatory visits.**

## **Binder 1: Staff Records**

**First section:** Current staff list, in alphabetical order, with the following information for each:

- First and Last names
- Hire Date
- Position
- CBC Expiration Date

Highlight CBC expirations that will occur this calendar year. Include contractors, volunteers, and therapists who must have CBCs as well.

Use DECAL KOALA to print a CBC list of current staff to include in this section as well.

**Each Subsequent Section:** One section per staff person with the following documentation included, in the order listed:

1. Staff Orientation Form\*
2. 10-year Work History\*
3. Application for Employment\*
4. Pediatric First Aid and CPR certifications with expiration dates
5. Ga PDS Profile printed copy (or diplomas/certificates/Professional Learning Plans to document credentials)
6. Ga PDS Training History printed copy (or certificates/documents to show training history that include Health and Safety orientation and annual 10 hours of training)
7. Additional for Director and Cooks only: Food Preparation and Nutrition Training (if not on the Ga PDS Training History)

**Last Section:** Previous staff records maintained for one year after employment ended with all the same documents as listed above.

## **Binder 2: Children's Records**

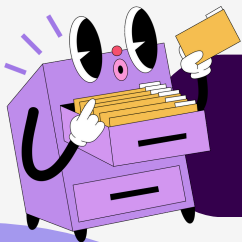
**First Section:** Numbered list of children currently enrolled by age group.

**Each Subsequent Section:** One section per enrolled child with the following documentation included, in the order listed:

1. Enrollment Form\* completely filled out with no blank spaces. If not applicable, parent must write N/A.
2. All required parental authorizations and acknowledgements\*
3. Accident reports for incidents requiring professional medical attention
4. Special instructions required for care of child (if applicable)
5. Copy of Infant Feeding Plan\* (If applicable- originals kept in classroom and reviewed by parent every 90 days and updated as needed).
6. Current and up to date list of age-appropriate immunizations received or signed affidavit against immunizations (FCCLHs).

**Immunizations Section (CCLCs):** Current and up to date list of age-appropriate immunizations received, or signed affidavit against immunizations, for each child, gathered altogether for health department checks.

**Last Section:** Previously enrolled children's records maintained for one year after enrollment ended with all the same documents as listed above in actively enrolled children's records.



Large programs with many children or staff may find it easier to have individual files, organized as described above and kept altogether in one place (file cabinet, file drawer, etc.). Files should be grouped in whatever format makes the most sense for your program, such as in alphabetical order, by age group, or by classroom.

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## **Binder 3: Transportation Records**

### **7 SECTIONS:**

1. Transportation Agreements\* for each child being transported
2. Emergency Medical Forms\* for each child being transported
3. Annual Vehicle Inspections
4. Transportation Checklists for home/school\* for last year in chronological order from most recent to oldest
5. Transportation Checklists for Field Trips\* for last year in chronological order from most recent to oldest
6. Staff Transportation Documents
  - a. Must include transportation training, driver's license, pediatric CPR/First Aid certifications
7. Carseat Expirations List per Vehicle. Highlight any that are expiring this calendar year. Although it varies by manufacturer, most expire every 6-8 years.

## **Binder 4: Safety Records**

### **7 SECTIONS:**

1. Medication Forms\*
2. Emergency Plans\*
3. Emergency Drills \*
4. First Aid Kit location list for each building and each vehicle that includes contents, checklist\*, and expiration dates
5. ASTM 1291 Surfacing Documentation for Playgrounds with unitary surfacing
6. Parent Sign In/Out Sheets for preceding 12 months (printed or electronic)
7. Swimming/Water Activities Documentation (if water activities are ever done in 2ft or more of water)
  - a. Must include pool inspection, lifeguard certifications, parental permission forms\*, and swim tests signed by certified lifeguards\*

**\* Sample forms are available on the DECAL website [here](#) for all documents with an asterisk. Although you are not required to use them, they include all required information and can assist you in ensuring compliance.**

**For full details on requirements for documentation, please refer to the Rules and Regulations Indicator Manual.**

