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**6. RECORDS**

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**6.8. Children's Records**

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**63. Checklist Reference**

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**LEGISLATIVE  
REFERENCE 48(1)**

- 48(1) Every operator shall ensure that up-to-date records that are available for inspection by a program adviser at all times are kept on the premises of a day nursery or private-home day care agency operated by the operator that include in respect of each child enrolled,
- (a) an application, in a form provided by the Minister, for enrolment signed by a parent of the child;
  - (b) the name, date of birth and home address of the child;
  - (c) the names, home addresses and telephone numbers of the parents of the child;
  - (d) the address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child is receiving care;
  - (e) the names of persons to whom the child may be released;
  - (f) the name, address and telephone number of the child's family physician;
  - (g) Revoked: O. Reg. 505/06, s.10(1);
  - (h) the date of admission of the child;
  - (i) the date of discharge of the child;
  - (j) the child's previous history of communicable diseases, conditions requiring medical attention, and in the case of a child who is not in attendance at a school within the meaning of the *Education Act*, immunization or any statement from a parent or legally qualified medical practitioner as to why the child should not be

**LEGISLATIVE  
REFERENCE 48(1)  
(cont'd)**

- immunized;
- (k) any symptoms indicative of ill health;
  - (l) written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child is receiving care; and
  - (m) written instructions, signed by a parent of the child concerning any special requirements in respect of diet, rest or exercise.
- (6) Every operator shall ensure that,
- (a) the medical officer of health or his or her designate, upon producing proper identification, is permitted to inspect the records referred to in clauses (1)(b), (c), (f), (j) and (k); and
  - (b) copies of those records are provided to him or her on request. O. Reg 505/06, s.10(2).

**INTENT**

This provision ensures that basic information about the child in care is readily obtainable as appropriate by the operator, program staff and Ministry personnel and that such information includes all that is necessary in order to provide appropriate service for the child.

**INDICATORS**

**Indicator Type:** Documentation

1. A sample number of children's records show that they are complete with the items listed in section 48(1) above.
2. Records of children discharged over the last two years are maintained on file.

**Indicator Type:** Interview

1. The operator states that there are up-to-date records for each child enrolled.

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**GOOD PRACTICE**

Dated, time-limited, specific **consent forms** are recommended. The use of blanket consent forms for emergency treatment, public health examinations, field trips, etc., is an undesirable practice and the legal status of such forms is questionable.

Where a child walks to and from the day nursery to public school, it is recommended that the operator determine with the parent whether the child is to be accompanied and by whom, and obtain this decision in writing.