



**Umbrella Family and
Child Centres of Hamilton**

5.8 CHILDREN'S RECORDS POLICY

MANUAL	Child Care Centre Program Policy Manual
SECTION	5- Safety
POLICY	5.8 Children's Records Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC will collect and maintain the information necessary to provide appropriate and responsive service for children. The Child Care and Early Years Act, 2014, establishes requirements for record keeping. The following records are maintained in a confidential manner for each child enrolled in a UFCC program.

RESPONSIBILITY

Supervisors, Program Leaders and administrative staff.

PROCEDURE

1. Upon admission, forms must be completed by the family which includes the following information:
 - a. An application for enrollment signed by a parent of the child.
 - b. The name, date of birth and home address of the child.
 - c. The names, home addresses, including postal codes and telephone numbers of the parents of the child.
 - d. The full name, address and telephone number at which a parent of the children or other person can be reached in case of an emergency during the hours when the child receives child care.
 - e. The full names of persons to whom the child may be released.
 - f. The date of admission of the child (accessible via the parent communication app).
 - g. The date of discharge of the child (accessible via the parent communication app).
 - h. 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, and all immunizations.
2. Objections or exemptions of immunizations must be completed on the ministry approved form and retained in the children or staff record. Statement of Conscience or Religious Belief must be completed by a parent/guardian and notarized by a commissioner for taking affidavits. Statement of Medical Exemption for immunization must be completed by a doctor or nurse practitioner.
3. The following records will be kept while the child is enrolled:
 - a. Individualized plans for children with medical conditions
 - b. Consent to Administer Medication Forms must be 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 receives child care.

All policies and procedures are reviewed regularly to reflect Umbrella's most current practice.



- c. Sleep supervision records
 - d. Symptoms of ill health
 - e. Date of discharge
 - f. UFCC will receive and adhere to written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest, or physical activity. A copy received from the child's physician regarding the placement of a child for sleep will be kept in the child's file.
 - g. UFCC will keep a copy, in the child's file, of any individualized support plan that is in place for a child with special needs who receives care. This includes all information received by UFCC from outside agencies.
- 4. If information is not available, not applicable or the parent does not wish to share it, the reason will be noted on the child's form. It is important that the Supervisor or designate demonstrate that an effort has been made to collect the information.
 - 5. Attendance records will be kept for a minimum of three years. These attendance records will have the time of arrival, time of departure for each child in attendance or will show a record that the child is absent.
 - 6. UFCC will ensure that the Medical Officer of Health and/or designate, upon producing proper identification, is permitted to inspect the records referred to in paragraphs above and copies of these records are provided to them upon request. This should be noted in the Daily Journal.
 - 7. UFCC will file and keep all records listed above on the premises of the child care centre, in a secure locked cabinet, for a minimum of three years from the date the child is discharged at the child care centre or secured virtually, via the parent communication app.

Policy Attachments: N/A