

## *Individual Child Files*

The following list acts as a support and guide to CCRR programs in BC while registering and providing information to child care providers. The CCRR may already have a list that this could accompany. If a child care provider plans on becoming licensed, then a CCRR may want to refer to the local licensing list.

### **Information for file may include:**

- Child's full name
- Child's birth date
- Child's BC Care Card Number
- Child's home address and phone number
- Picture of child
- Parent/Guardian's phone numbers (home, work, cell, etc)
- Emergency Contacts (names, relation, and phone numbers)
- Medical Conditions/Allergies
- Child Care fee contract
- Registration Form
- Immunization Records
- Custody Information if applicable
- Notes and/or Observations