

## **BEST PRACTICE RESOURCE SAMPLE**

### **Client Files**

Any information collected on individual children and their families is kept confidential. Information in files 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, etc)
- Allergies
- Copy of the Child Care fee contract
- Registration Form
- Immunization Records
- Copies of all permission forms (for field trips, medication, photos, etc)
- Custody Information if applicable
- Copies of any notes or letters sent to the family, with the date that it was sent.
- Notes and/or Observations that are dated and do not contain any identifying information about other children or families.