

THE COMMONWEALTH OF MASSACHUSETTS
Department of Early Education and Care

FAMILY CHILD CARE SAMPLE FORMS PACKET

Dear Family Child Care Provider,

Providing high quality child care is a rewarding, professional experience, where you have the ability to make a lasting positive impact on the lives of children. In order to aid you in your work, the Department of Early Education and Care (EEC) is pleased to provide you with the following packet of sample forms and documents. EEC designed these forms to guide you with examples of the information that you need to document according to EEC licensing standards. These documents are a crucial part of the quality child care experience. You may make copies of these forms or create your own based upon the information they contain. Please pay close attention to the information requested and be sure it is all included if you decide to create your own forms. The forms contained in this packet are:

- **Annual Update Form:** Once a child has been in care for a year, you must have the parent review and update any information and written permission forms in their child's file. Use this form to ensure all information has been updated.
- **Changes in Household Composition:** If there are any changes in your household during the 3 year licensing period (i.e. new baby, adopted child, foster children, any person 15 or older that will be present for more than 30 days) you must submit the required information to the Department.
- **Evacuation/Smoke Detector Log:** You must conduct evacuation drills at least once per month from each approved floor level. This sample form also contains a Smoke Detector Log to document your monthly test of your smoke detectors. These logs will be checked by a licensor on routine visits.
- **Indirect Supervision Form:** Use this form to obtain written parental permission for children seven years of age or older to use approved space without direct supervision and leave the child care premises without direct supervision.
- **Outdoor Play with Periodic Supervision:** This form can only be used with children 5 years of age or older if the outdoor play space is enclosed by a fence at least 4 feet high and it is located on the child care premises of a single family or first floor residence.
- **Parental Permission for Medication and Record of Medication Administration:** Use this form to get written permission for any prescription or non-prescription medication the parent/guardian may ask you to administer. Use the log to document what you have given.
- **Record of Observations:** Use this form to document any serious or unusual marks, bruises, injuries or repetitive occurrences such as a severe diaper rash that are observed on the child upon arrival at the child care home or throughout the day.
- **Special Excursion (Field Trip):** Use this form for any trip that is not listed on the "General Permission" form in the family child care enrollment packet.
- **Permission for Use of On-Site Swimming Pool:** Use this form to obtain written parental permission for children to use an on-site Swimming Pool. Please remember that children must be *directly supervised* at all times during activities involving water.
- **Family Child Care Incident Report:** Use this form to document any minor or serious incidents that occur in your program. Any serious incident must be *immediately* reported to EEC and this form mailed within 48 hours. Minor incident should be documented for your records.

Annual Update Form

The regulations require that all Children's records be reviewed and updated as necessary, but at least once a year. All written permission forms are valid for one year from the date it is signed unless the consent is withdrawn in writing prior to that time.

ANNUAL UPDATE FORM

Please review the information contained in this record and make any corrections. By signing this form, you are stating that you give the educator(s) permission to:

1. Transport your child to a medical facility and receive emergency medical treatment***
2. Administer basic first aid and/or CPR on your child.
3. Take your child off the premises of the family child care home for the specified excursions.
4. Apply the topical medications listed on the applicable permission form.
5. Use the on-site swimming pool (if applicable).

*** The actual permission forms on the Emergency Card/Form that the provider must take with her when she leaves the premises must be signed again.

Parent's/Guardian's Signature

Date

Changes in Household Composition

If there are any changes in your household during the three (3) year licensing period (including but not limited to new baby, adopted child, foster children, visiting relative, or any person who will reside in your home for more than 30 days) you must submit the following required information to EEC:

Educator's Name: _____

Address: _____

Date of license expiration: _____

Program ID# _____

ADDITION TO HOUSEHOLD:

Name _____ Date of Birth _____

Relationship _____

Number of hours at home
during the child care day _____

Name _____ Date of Birth _____

Relationship _____

Number of hours at home
during the child care day _____

Name _____ Date of Birth _____

Relationship _____

Number of hours at home
during the child care day _____

NOTE: Any person 15 years of age or older must also complete and submit a Background Record Check form.

PLEASE REMEMBER TO ALSO NOTIFY PARENTS OF ANY CHANGE IN HOUSEHOLD COMPOSITION.

Evacuation/Smoke Detector Logs

You must conduct evacuation drills at least once (1) per month from each approved floor level. This sample form also contains a Smoke Detector Log to document your monthly test of your smoke detectors. These logs will be checked by a licensor on home visits.

EVACUATION LOG

Month/Date	Time	# of Children	Floor Level	Exit Used	Meeting Place	Effectiveness of Drill (Including how long it took)
Jan						
Feb						
Mar						
Apr						
May						
June						
July						
Aug						
Sep						
Oct						
Nov						
Dec						

SMOKE DETECTOR LOG

Month/Date	Floor Level/Location	Smoke Detector Tested	Date Batteries Replaced
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sep			
Oct			
Nov			
Dec			

Indirect Supervision Form

Permission for children Seven (7) years of age or older to use approved space without direct supervision

The family child care regulations allow children seven (7) years of age or older to participate in activities without direct supervision in the approved space indoor/outdoor space of the family child care home. In order to do this, both the parent and the educator must give permission. Educator guidance must be available when requested or needed. The educator must also regularly monitor the activity of each child.

My child, _____, who is _____ years of age, has my permission to go to the following approved indoor/outdoor space (if indoor, please list floor level and room):

With the following limitations and stipulations:

Parent/Guardian Signature: _____ Date: _____

Permission for children Nine (9) years of age or older to leave the family child care premises without direct supervision

The family child care regulations allow children nine (9) years of age or older to leave the family child care premises for a specific activity (such as riding a bike, team sports), so long as both the parent and the educator give such permission. The educator must obtain written parent consent for any child to leave the family child care premises.

My child _____ who is _____ years of age, may leave the family child care premises for the following activities:

Activity	Time	Method of Transportation	Person Responsible	Limitations

Parent/Guardian Signature: _____ Date: _____

Outdoor Play with Periodic Supervision

This form can only be used only for children five (5) years of age or older if the outdoor play space is enclosed by a fence at least four (4) feet high and located on the child care premises of a single family or first floor residence.

I hereby give _____ permission to allow my
(Educator/s)
child _____ who is _____ years
old to play outside, in a four (4) foot high fenced in outdoor play space on the family child care
premises, without the Educator(s) being outside with him/her. I understand that the Educator(s). must
check on my child every fifteen (15) minutes and the time outside alone cannot exceed one (1) hour.

Parent's/Guardian's Signature

Date

Parental Permission for Medication/Medication Administration

Use this form to obtain written permission for any prescription or non-prescription medication the parent/guardian may ask you to administer. Use the log below to document the medication you have given.

I, _____ give my permission to _____
(Parent's/Guardian's name)

_____ to administer the following medication to
(Educator/s)

_____ beginning on _____ and ending on _____.
(Child's Name) (Date) (Date)

Name of medication

(dosage, # of times per day and # of days for that week the medication is to be administered)

_____ My child has taken this medication before.

_____ My child had not taken this medication before I gave it to my child on _____ at _____.
date time

Parent's/Guardian's Signature

Date

Medication Administration

Name of Child: _____

Date	Time	Medication Dosage	Method of Administration	Given By
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Record of Observation

You must document any serious or unusual marks, bruises, injuries, behaviors or repetitive occurrences such as a severe diaper rash that are observed on the child upon arrival at the child care home or throughout the day.

Child's Name: _____

Date observed: _____ Time observed: _____

Observation: _____

Were parents/guardians notified? Yes _____ No _____

How? _____

Description of any noticeable changes in the behavior of the child:

Optional section:

Documentation of the parent's/guardian's comments to the educator:

Please remember that should you have reasonable cause to believe a child in your care is being abused and/or neglected, you must report this to the Department of Children and Families at the Child at Risk Hotline: 1-800-792-5200.

**Special Excursion
(Field Trip-Off-Site Activity Permission Slip)**

This form is to be used for any trip off the family child care premises that is not listed on the general permission form in the family child care enrollment packet.

_____ and/or _____
Educator(s) Assistant

has permission to transport my child _____
Child's Name

by _____ to _____
Type of transportation Destination

on _____.
Date

Time of Departure _____ Time of Return _____

Parent's/Guardian's Signature

Date

Permission for Use of On-Site Swimming Pool

This form can be used by Educators who have a swimming pool on the program premises.

I hereby give _____ permission to allow my child
Educator(s)

_____ who is _____ years old to use the on-site

swimming pool at the program. I understand that my child must be directly supervised by the Educator(s) at all times, and that there will be a second adult on the premises to assist in case of an emergency whenever the pool is in use.

Parent's/Guardian's Signature

Date

**Department of Early Education and Care
Family Child Care Incident Report**

Regulations require that Educators document certain incidents. Some require immediate notification to EEC while others must be kept in the records at the Program. The following form can be used for all of these incidents.

Notifications and Submitting Reports

You must notify EEC immediately of any of the following incidents:

- **Death**
- **Serious injury**
- **Hospitalization**
- **Medication error that results in a child receiving the wrong medication**
- **The contagious illness of a child that is a reportable condition as set by the Division of Communicable Disease Control at DPH.**
- **Any case in which a child receives emergency treatment by any medical personnel.**

Following immediate notification to EEC, this form must be sent within 48 hours to your Regional EEC Office.

*You must also notify parents of any incident or injury that occurs with their child in the program.

If the incident did not involve one of the situations noted above (such as a minor injury or a program incident not involving an injury), use this form to document the incident and keep a copy in the appropriate child/ren's records.

Type of Incident (check the most appropriate):

Program Incident/Minor Injury

Medication Error

Other _____

Educator's Name: _____

Address: _____

Telephone _____

Child's Name: _____ Date of Birth: _____

Parent(s)/Guardian(s) Name: _____

Address: _____

Telephone _____

Date of incident: _____ Time of incident: _____

1. Describe specifically how and where the incident occurred, inclusive of any injuries received by the child:

2. What was your response to the incident? Was any first aid or CPR administered? If so, please describe the treatment:

3. Expiration date of First Aid: _____ Expiration date of CPR certification: _____

4. Was the child examined? If so, where and by whom?

5. If known, what was the diagnosis or treatment provided?

6. At the time of the incident, who were the adults present and where were they located?

7. At the time of the incident, how many children were present in the child care home?

8. Is there any other information related to the incident that you think is important?

Parent/Guardian notified: _____ Date notified: _____

Person at EEC notified: _____ Date notified _____

I certify that the information I have provided is, to the best of my ability, complete and accurate. I also certify that I have notified the child's parent/guardian about the child's injury/illness.

Educator's Signature

Date