



Record Keeping Policy

Child Files are on site, in a locked filing cabinet and/or stored digitally, to maintain confidentiality of families. Ridge Kids Playcare, in accordance with Child Care Licensing Regulation, maintain an up-to-date record on site that contains the following information for each child:

- The child's legal name, date of birth.
- A complete registration package.
- All legal parent/guardians' names and telephone numbers.
- The name and telephone number of a person who can be contacted in case of an emergency, if the child's parent/guardian cannot be contacted.
- If medication is given; the written consent of the parent/guardian is required and the name of the child, the name of the medication, the time and date of administration, the amount administered, the initials of the Educator who administered the medication.
- The particulars of any health care provided to the child including the written consent of the parent/guardian.
- Any other relevant health information about the child including the child's immunization, allergies, pre-existing conditions and dietary needs.

These records must always be available for inspection by licensing and by the children's parent/guardians at reasonable times.

Portable Records are maintained for all children attending the program and updated every six (6) months, the family is responsible for updating children files, as appropriate. Portable Records include emergency information such as child's name and date of birth. Parent/Guardian's name and telephone number. The name and telephone number of emergency contacts as well as any other relevant health information about the child provided by the child's guardian including immunizations and allergies, if any. Consents and allergies are also outlined in the Portable Record. Each Portable Record must include Emergency Procedures, with telephone numbers of local emergency response service and poison control center.

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We will store (electronically and/or physically) sign in/out sheets for children and Educators (including arrival and departure times) for two (2) years, including the current year.

We will keep daily records of anyone entering the facility for a duration of fifteen (15) minutes or longer, which will include contact information, for two (2) years, including the current year.

We will store the following documents (electronically and/or physically) on site, until no longer relevant:

- Evidence of Director and Educators Child Care Certification.
- Current First Aid Certificate for Director & Educators.
- Children and Educator Files.
- Criminal Record Checks (including vulnerable sector searches) for Director and Educators.
- Child & Youth Checks for Director & Educators.

These records must always be available for inspection by licensing.