APPENDIX A
RECORDS, REPORTS, NOTIFICATIONS, & POSTED ITEMS

This document is not rule. Instead, it is a tool to help as a quick reference to some of the Child Care Licensing (CCL) rules. This document will be updated as needed, but at least once a year. For complete access to the rules and their interpretation, please go to https://childcarelicensing.utah.gov/Rules.html.

For CCL, all records must be kept on-site for at least six weeks or longer depending upon the action or event that is documented. Children's and personnel records must be current and kept on-site while the individual is involved with the program, and for six weeks after the individual leaves the program. The business license and other facility records, such as fire inspection reports, must be current and kept on-site for at least 6 weeks after their expiration dates. At least 12 months of fire and disaster drills must be kept on-site for review by CCL. Other agencies, such as the local health department, the food program, or the IRS, may require that records be kept for a longer period of time.

Records: Children		
Rule	**Record**	**Requirement**
70-6(11) - (12)	Admission & Health Assessment for each child including emergency medical treatment & emergency transportation releases	• Obtain from parent before admission into program • Update annually • Keep on-site for CCL review
70-11(3), (5)	Children's daily attendance including sign-in and signout records	• Document daily • Keep 6-week record on-site for CCL review
70-14(10), (14)	Incident, accident or injury involving child	• Give written report to parent on day of occurrence • Keep 6-week record on-site for CCL review
70-14(13)	Child received medical attention for injury while in care or for fatality	• Notify CCL within next business day • Submit written report within 5 business days
70-17(4)-(7)	Medication permission & instructions	Must be filled out and signed by child's parent before administering medication
70-17(9),	Medication administration record	• Complete immediately after administering

(12)		medication • Keep 6-week record on-site for CCL review
70-18(7), (8)	Parental permission for swimming & offsite activities	Obtain before each activity
70-18(9)	Written emergency information and releases	Must be with caregiver for each child on offsite activity
70-20(1)	Transportation permission form	• Signed by parent • Keep on-site for CCL review
70-20(4), (5)	Children's emergency contact information	Driver/caregiver must have for each child being transported

Records: Personnel		
Rule	**Record**	**Requirement**
70-7(18), (19)	Preservice training documentation	Keep on-site for CCL review
70-7(20)-(21)	Annual training documentation	Keep on-site for CCL review
70-7(25)	Personnel Records • Date of initial employment or association • First aid and CPR certification • Days and hours worked	• Keep on-site for CCL review • Days and hours worked kept for 6 weeks
70-8(1) - (6)	• Background check form & fees for new covered individuals • Fingerprints & fees as required per rule	• Submit to CCL • Individual must pass CCL background check before involvement with child care
70-20(4)	Current driver's license for each driver	• Valid for the type of vehicle being driven • Carried with the driver

Records: Facility		
Rules	**Record**	**Requirement**
70-14(1)	Emergency Preparedness, Response and Recovery Plan	• Complete before beginning to provide for care • Reviewed and updated as needed

		• Available during business
70-14(4)-(9)	Fire & disaster drills	• Documentation contains all required information • 12-month record kept on-site for CCL review
70-16(2)	Meal & snack menus if not on CACFP	• Current Approval • Keep 6-week record on-site for CCL review
70-19(11) - (12)	Documentation for cushioning	Keep on-site for CCL review
70-21(7)-(8)	Animal vaccination records	• Must be current • Keep onsite for CCL review

Reports		
Rule	**Report**	**Requirement**
70-14(10) - (14)	Incident, accident or injury involving a child	• Give written report to parent on day of occurrence • Keep 6-week record on-site for CCL review

Notifications		
Rule	**Notification**	**Requirement**
70-6(8)	Telephone number & contact information change	Notify CCL & parents within 48 hours of change
70-6(9)	Liability Insurance	Inform parents in writing if no liability insurance
70-8(14)	Arrest warrant, felony or misdemeanor arrest, charge, conviction, or supported LIS finding	Notify CCL within 48 hours of becoming aware of occurrence
70-9(6)	Lead-based paint testing	• Contact local health department within 5 working days of discovery • Follow instructions for remediation
70-12(2)	Behavioral expectations for children & how misbehavior will be handled	Inform children, parents & those who interact with children
70-12(6)	Child abuse, neglect, or exploitation	Notify CPS or law enforcement immediately

		upon witnessing or suspicion
70-14(11)	Serious, but not life-threatening injury involving a child	Contact parent of child immediately
70-14(12)	Life-threatening injury or injury that poses threat of loss of vision, hearing, or limb involving a child	• Contact emergency personnel immediately • Contact parent after emergency personnel • Contact emergency contacts if parents cannot be reached
70-14(13)	Child received medical attention for injury while in care or for fatality	• Notify CCL within next business day • Submit written report within 5 business days
70-15(21)	Child becomes ill while in care	• Contact parent immediately • Contact emergency contacts if parents cannot be reached
70-15(20)	Child or employee with infectious or unusual disease or serious illness	Notify local health department on day of discovery
70-17(10)	Child's adverse reaction to medication or error in administration	• Notify emergency personnel immediately if reaction is life threatening • Report to parent immediately upon recognizing reaction or error or after notifying emergency personnel
70-17(11)	Provider's refusal to administer medication	Notify parent before medication needs to be given to child
70-21(1)	Animals permitted at facility	Inform parents of the kinds of animals allowed

Posted Items		
Rule	**Posted Item**	**Requirement**
70-6(6)	Child Care License	Post unaltered in visible location
70-6(7)	Parent Guide	Post current version during business hours for parents' review
70-14(2)	Emergency numbers with facility address	Post near each telephone or in clearly visible area
70-15(8)	Handwashing procedures	Post where readily visible from each handwashing sink

70-15(20)	Staff member or child has infectious disease or parasite	• Post notice with date on day of discovery • Post in conspicuous place • Remain posted for at least 5 days
70-16(2)	Meal & snack menus	Post current week's menu for review by parents and CCL
70-18(4)	Daily schedule of activities	Post for preschool and school-age children