EDUCATOR SUBMITTED DOCUMENTS CHECKLIST

JDM Dayhome Agency - All items must be on file prior to program start

Educator Name **Date Submitted**

MANDATORY REGISTRATION DOCUMENTS - EDUCATOR / HOUSEHOLD

- ☐ Agency application / intake form
- ☐ Proof of age (18+)
- ☐ Child intervention record check - educator
- ☐ Criminal record check with vulnerable sector - educator
- ☐ Under-18 household member criminal involvement declaration
- ☐ Physician note - physically and mentally able to care for children
- ☐ Signed educator contract / agency agreement
- ☐ Educator registration form
- ☐ Current First Aid / CPR certificate
- ☐ Child intervention record check - each adult 18+ in home
- ☐ Criminal record check with vulnerable sector - each adult 18+
- ☐ 3 personal references from non-relatives
- ☐ Level 1 Early Childhood Educator certification (or proof in process)

HOME, SAFETY, AND READINESS DOCUMENTS

- ☐ Emergency evacuation plan
- ☐ Dayhome floor plan
- ☐ Smoking / vaping declaration
- ☐ Yearly fire drill log
- ☐ Food handler certification (if applicable)
- ☐ Fire evacuation plan
- ☐ Health and safety checklist
- ☐ Fire drill log (ongoing monthly)
- ☐ Daily cleaning checklist

TRANSPORTATION DOCUMENTS (IF APPLICABLE)

- ☐ Transportation compliance form
- ☐ Driver's licence copy
- ☐ Vehicle insurance copy
- ☐ Vehicle transportation compliance form
- ☐ Vehicle registration copy

CONDITIONAL DOCUMENTS

- ☐ Safe sleep acknowledgement / instructions (infants)

CHILD / PARENT FORMS KEPT IN EDUCATOR FILE

- ☐ Parent off-site authorization
- ☐ Medication parent authorization form
- ☐ Allergy notification parent board form
- ☐ Medical authorization
- ☐ Photo / privacy / social media consent form
- ☐ Child withdrawal / sudden removal form (if applicable)

ONGOING SUBMISSION / REPORTING RECORDS

- ☐ Daily attendance log / attendance sheet
- ☐ Payment confirmation
- ☐ Government incident report (when reportable / required)
- ☐ Educator monthly report
- ☐ Agency incident / injury / illness report (when applicable)

Educator Signature

Signature Date

Agency Representative / Consultant

Signature Date