

**Sec. 19a-79-5a. Record keeping**

(a) The operator of a child care center or group child care home shall be responsible for maintaining on the licensed premises a current record for each child enrolled. The operator shall not release medical or other personal information pertaining to the child or family except in emergencies, or upon request of the Office, law enforcement, local director of health, Department of Public Health or Department of Children and Families, unless the parent of the child gives the operator written permission to release such information. A copy of the record shall be available for at least thirty days after the child's last day of enrollment and provided upon request to the Office, the child's parent(s) and the local director of health. The record shall include, but not be limited to:

(1) Enrollment information and permission forms signed and dated by the parent(s) that shall include, but not be limited to:

(A) The child's name, address, date of birth and date enrolled;

(B) The residence, business address(es) and telephone number(s) of the parent(s);

(C) The name and telephone number of the child's physician or other primary health care provider; and

(D) Specific written permission forms signed by the parent(s) authorizing:

(i) The operator to use emergency policies as described in section 19a-79-3a(d)(4) of the Regulations of Connecticut State Agencies, which shall accompany the child on trips away from the licensed premises;

(ii) The name and telephone number of one responsible person other than the parent(s) who can remove the child from the child care center or group child care home;

(iii) Any activity away from the licensed premises; and

(iv) Transportation services;

(2) A health record that shall include, but not be limited to:

(A) Date of birth;

(B) Except as provided in subsection (b) of this section, a physical examination form signed by a physician, physician assistant or advanced practice registered nurse documenting an examination completed within one year prior to enrollment, and yearly from the date of the initial physical examination thereafter, with a thirty-day allowance, which form shall provide a statement about the child's general health and the presence of any known medical or emotional illness or disorder that would currently pose a risk to other children or which would currently affect this child's functional ability to participate safely in a child care setting.

(C) An immunization record that includes the month, day and year of each immunization required for admission as specified in subdivision (1) of subsection (e) of section 19a-79-6a of the Regulations of Connecticut State Agencies and such documentation as is required to confirm age appropriate immunization, immunization in progress or exemption to immunization as defined in subdivision (3) of subsection (e) of section 19a-79-6a of the Regulations of Connecticut State Agencies. The immunization record and said documentation of immunizations shall be submitted to the Office upon request;

(D) A school age child's physical examination and health assessment form, as described in section 10-206 of the Connecticut General Statutes that is required for school purposes may be used to satisfy the physical examination and immunization requirements of this

subdivision; and

(E) Information regarding disabilities or special health care needs such as, allergies, special dietary needs, dental problems, hearing or visual impairments, chronic illness, developmental variations or history of contagious disease when it is necessary that special care be taken or provided while a child is in attendance at the child care center or group child care home, and an individual plan of care for a child with special health care needs or disabilities, developed with the child's parent(s) and health care provider, implemented and updated, as necessary. The individual plan of care shall include appropriate care of the child to prevent and respond to a medical or other emergency and shall be signed by the parent(s) and program staff responsible for the care of the child.

(3) Injury, illness, incident and accident reports:

(A) The facility shall produce and maintain on the licensed premises, for a period of not less than two years, a written report of any injuries or accidents that result in an injury to a child or illness of a child enrolled at the facility that occur on or off site as part of the child care program, an incident that is required to be reported to the Department of Children and Families pursuant to sections 17a-101 to 17a-101e, inclusive, of the Connecticut General Statutes, or any behavior exhibited by a child while at the facility that prompts the program staff to alter the manner in which care is provided to the child. The written report shall also include, but not be limited to, a description of the injury, illness, behavior or accident, the date, time of occurrence and location of such illness or injury and any responsive action taken by the facility including, but not limited to, whether the child was transported to a hospital emergency room, doctor's office or other medical facility as a result of such illness or injury. The written report for an individual child shall be available to the Office immediately upon request and a copy shall be provided to the child's parent(s) no later than the next business day.

(B) The operator shall immediately notify the parent of a child enrolled if such child exhibits or develops an illness or is injured while in the care of the child care center or group child care home.

(C) The operator shall notify the Office no later than the next business day of:

(i) The death of a child enrolled at the facility, if the child died while at the facility, or at a facility sponsored event; and

(ii) Any injury of a child that occurs while the child is at the facility, or at a facility sponsored event, that results in a diagnosed fracture, diagnosed second or third degree burn, diagnosed concussion or the child's admission to a hospital.

(D) The operator of a child care center or group child care home shall report each case occurring at the facility of any disease listed on the commissioner's list of reportable diseases and laboratory findings issued pursuant to section 19a-2a of the Connecticut General Statutes to the local director of health and the Connecticut Department of Public Health in accordance with sections 19a-36-A3 and 19a-36-A4 of the Regulations of Connecticut State Agencies.

(4) The operator shall maintain any video recordings created at such child care center or group child care home for a period of not less than thirty days and make such recordings immediately available upon the request of the Office but no later than the next business day.

(b) A child that has been determined by the child care center or group child care home

*Regulations of Connecticut State Agencies*

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to meet the definition of homeless children and youths in 42 USC 11434a, as amended from time to time, may be allowed to attend the child care center or group child care home for up to ninety days without meeting the physical examination requirements of section 19a-79-5a(a)(2)(B) of the Regulations of Connecticut State Agencies. A child that is a foster child may be allowed to attend the child care center or group child care home for up to forty-five days without meeting the physical examination requirements of subsection 19a-79-5a(a)(2)(B) of this section. A record of such determinations under this subsection shall be maintained on file at the child care center or group child care home for a period of two years after such child is no longer receiving child care services at such child care center or group child care home.

(Effective July 27, 1993; Amended August 8, 1995; Amended August 29, 1996; Amended March 8, 2004; Amended November 6, 2008; Amended October 16, 2024)