



### Segment 5: Early Childhood Education / Daycare Centers – Eligible Documents

**When protecting childhood also means protecting credibility.**

#### 1. Institutional and Regulatory Documents

1. DCF Child Care Facility License
2. Annual License Renewal and Approval
3. Sunbiz Business Registration (Florida Div. of Corporations)
4. Organizational Chart and Staff Directory
5. Mission Statement / Educational Philosophy
6. DCF Inspection Reports (past 12 months)
7. Gold Seal Accreditation Certificate (APPLE, NAEYC, NECPA, etc.) – if applicable
8. VPK Provider Agreement – if applicable
9. School Readiness Contract with Early Learning Coalition
10. Vaccination Exemption Forms – if applicable
11. DOH Sanitary Approval Certificate

#### 2. Curriculum and Program Documents

12. Daily Schedules by Age Group
13. Curriculum Plan by Age Group
14. Lesson Plans and Activity Logs
15. VPK Curriculum Approval Letter – if applicable
16. Progress Monitoring Tools / Student Portfolios
17. School Readiness Evaluation Records
18. Teacher-Child Ratio Documentation by Classroom
19. Child Behavior Guidance Policy
20. Screening and Referral Forms (developmental delays)
21. Outdoor and Enrichment Activity Plans

#### 3. Enrollment and Family Relations Documents

22. Enrollment Form / Admission Packet
23. Parent Handbook / Family Policies
24. Tuition Schedule and Financial Agreement
25. Emergency Contact and Authorized Pick-Up Forms
26. DH 680 Form – Immunization Record
27. DH 3040 Form – School Entry Medical Exam
28. CACFP Forms (if participating in meal program)
29. Medical Action Plans (Allergies or Special Needs)
30. Daily Communication Logs (infant/toddler updates)
31. Photo / Media Consent Forms



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- 32. Transportation Forms – if applicable
- 33. Parent Meeting Records and Communication Logs

### 4. Staff and Human Resources Documents

- 34. Staff Credentials (CDA, FCCPC, etc.)
- 35. Completion Certificates for 30-Hour Intro Training (DCF)
- 36. Ongoing In-Service Training Logs (min. 10 hours/year)
- 37. Current Infant CPR and First Aid Certifications
- 38. Level 2 Background Screening Clearance Letters
- 39. Staff Employment Contracts and Job Descriptions
- 40. Personnel Files (résumé, transcripts, references)
- 41. Director Credential Certificate (DCF)
- 42. Classroom Staff Ratio Logs

### 5. Health, Safety, and Emergency Documents

- 43. Evacuation Plan with Route Map
- 44. Monthly Fire Drill Logs
- 45. Seasonal Emergency Drill Logs (weather-related)
- 46. Infant Safe Sleep Policy + Parental Consent Forms
- 47. Medication Administration Records and Approvals
- 48. Accident / Incident Report Forms
- 49. Cleaning and Sanitation Schedules (daily/weekly logs)
- 50. Child Injury Prevention Policy
- 51. Transportation Safety Plan – if applicable
- 52. Visitor Logbook / Access Control Policy

### 6. Financial and Administrative Records

- 53. Tuition Payment Receipts and Records
- 54. Annual Operating Budget
- 55. CACFP Meal Program Records – Reimbursements and Requests
- 56. Payroll Records (FLSA Compliance)
- 57. IRS 990 or Financial Statements (for nonprofit organizations)
- 58. Insurance Policies (liability, accident, workers' comp)
- 59. Audit Reports or Financial Reviews (as required by coalition/agency)

### 7. Digital and Supplemental Documentation

- 60. Technology Use Policy (tablets, cameras, surveillance)
- 61. Data Privacy Policy (FERPA-aligned, when applicable)
- 62. Website Compliance Page (licensing, tuition, contact info)
- 63. Social Media Usage Guidelines and Consent Forms



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**Note:** All documents are assessed for presence, currency, consistency, and required structure based on DCF, DOH, DOE, ADA, FAC 65C-22, Florida Statutes, and recognized early childhood education safety and quality standards. Analizze's automated analysis uncovers invisible documentation risks—promoting institutional security, proactive compliance, and reputational protection.