



## Best Practices for Out of School Time: Documentation Requirements

# LEARNING OBJECTIVES



- List records that should be maintained on participants.
- Discuss accident reporting and drills for fire and evacuation.
- Identify facility records to be maintained and length of time to maintain.



Jennifer McMahon, Director  
City of St. Pete Beach

Krista Pincince, Assistant Director  
City of Largo Recreation, Parks & Arts

Jennifer Fawcett, Childrens Program Supervisor  
City of Largo Recreation, Parks & Arts

# CHILDREN'S RECORDS



- Child's Participation Report
- Medical Release Form
- Know Your Child's Daycare
- Discipline Form
- Flu Brochure (annually in Aug/Sept)
- Food & Nutrition Policy, including allergies
- Children 4 and under must also have proof of immunizations & physical

# ACCIDENT REPORTS

- Must be completed on the day of the injury
- Parents must sign



# INDOOR/ OUTDOOR CHECKLISTS

- Must be completed monthly
- Staff member completing the checklist must sign off



## CLOSING/ OPENING LOG



- Before closing an assigned staff member must sign off that they have completed a visual sweep of the building and that all children have been picked up

## FIRE/EVACUATION DRILLS



- Must be completed monthly
- Logged on transition log when completed
- All children's files must go with you on the drill

# DOCUMENTS MUST STAY ON SITE FOR ONE YEAR



- Background Screening Clearance Documents
- Transportation Log
- Field Trip Permission From Parents
- Signed Discipline Policies
- Attendance Records
- Fire Drill Logs
- CPR Certification
- Evacuation Plans
- Accident Reports



- QUESTIONS ?



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