Family Child Care Information to Complete Monthly

Every month, you will need to have a system of tracking and record keeping that works for you and your family child care business. Consider keeping all information in labeled folders stored in a locked file cabinet or secured portable file in your home. Below are some elements you will complete monthly for your records or to submit for monthly reporting to your licensing agency or military Service:

- Monthly report
  - For some states or Services, there are summative monthly reports that are required to be completed and submitted

- Sign in-sign out sheets for the month
  - Ensure date, child's full name, age, time in and out, and parent signature are filled out

- USDA meal count sheets for the month
  - Ensure that provider name, week (date), menu used, child's full name, and provider signature are filled out and meals served is marked with an X

- Dated menus used for the month
  - Put provider name and date on menus; indicate substitutions with a line through the original component then write “sub”

- Infant menus (one per infant) for the month
  - Write infant's full name and dates

- Current child enrollment forms
  - Ensure form filled out completely. This includes the children's full names, ages, hours in care, meals served and parent information (if required)

- Other: Any forms that are due or have been requested by FCC staff