



KD's Klubhouse CDC
700 Southern Ave SE Washington, DC 20032
(202) 562-7000

Child File Audit Checklist

Tab 1

- Application
- Birth certificate
- Social Security Card
- Parent Identification
- Insurance Card
- Handbook

Tab 2

- Child Receiving Care Away from Home
- Emergency Medical Treatment Form
- Child Release Authorization
- Permission to Screen
- Field Trip Permission
- Toothbrush Permission

Tab 3

- DC Health Certificate/ Immunization Form
- Current TB/Lead Test
- DC Dental Health Screening
- Allergy Form
- Pediatric Checklist
- CACFP Form (submit to Office Manager)

Classroom Assignment: _____ Enrollment Date: _____

Person completing the audit: _____

Date: _____