



Compliance File Notification: Child Care Programs and Family Child Care Homes



Program Information: Please check site

- Andersen EDP K830021206 Boevers EDP K830021271 Cedar Ridge EDP K830021464 Clark EDP K830020447
- Darnaby EDP K830021463 Grove EDP K830021188 Jarman EDP K830021189 Jefferson EDP K830024436
- McAuliffe EDP K830021207 Moore EDP K830021206 Ochoa EDP K830021029 Peters EDP K830021186
- Rosa Parks EDP K830024010 Rosa Parks Early Childhood Education Center K830024010 6/7 Grade EDP K830025002

Street address _____ City _____ State _____ ZIP code _____

8506 E. 61st St. Tulsa, OK 74133

Mailing address _____

918-357-8854

Union Public Schools
Owner

Phone _____

Child Information

Please list the name(s) and birth date(s) for any child(ren) you are enrolling in this program:

+	Name	Date of birth
-		
-		
-		

Agreement and Signature

- I understand and am aware:
 - This program is required to maintain a copy of the compliance file on-site and the information contained in the file is available for inspection.
 - Of the Compliance File location (In EDP Parent Resource Area)** and its contents.
 - This form is to be completed:
 - upon child enrollment; and
 - every 12 months thereafter.
 - A copy of the program specific **Notice to Parents** is to be provided to parent(s) or legal guardian(s) upon enrollment.

For program specific information contained in the Notice to Parents, select one:

- DHS Publication No. 14-01, Notice to Parents for Child Care Program
- Form 07LC084E, Notice to Parents for Family Child Care Home

Parent or legal guardian name _____ Parent or legal guardian signature _____ Date _____

Parent keeps this page! First page goes to the program site director!

This document does not meet posting requirements per OAC 340:110-3-275 through 340:110-3-311, and DHS Pub 14-15 Licensing Requirements for Child Care Programs, and is a parent provided document only. Information contained in DHS Pub 14-01 Notice to Parents is stated below. You may obtain a copy of DHS Pub 14-01 by calling 1-877-283-4113, or by faxing (405) 962-1741.

NOTICE TO PARENTS

Please review the following records on a regular basis at child care centers, day-camps, drop-in programs, out-of-school time programs, part-day programs, and programs for sick children.

Posted: The program is required to post:

- This Notice to Parents;** and
- Child Welfare Investigative Summary, with confirmed and substantiated findings for 120 calendar days from the date the investigation is completed as indicated on the form.

Compliance file: The program is required to make accessible in a prominent location the following documents, maintained together, with the most recent on top and all child-identifying information removed. The compliance file includes items within the last 120 calendar days, at a minimum, from the date on the document or the investigation completion date on the form, unless requirements state otherwise.

The compliance file **only** contains: compliance monitoring from Licensing, Stars and tribal agencies, such as: **monitoring visit forms**; including the most recent visit; **case status information**; such as forms and correspondence regarding: issuance of permits and licenses; non-compliances and Stars violations; notices to comply; complaint findings; office conferences with Licensing, Stars and tribal agencies; Stars alternative settlements and reductions; consent agreements, denials of a request for license, and revocations of a license; child welfare investigative summary, regardless of findings; however, confirmed or substantiated findings are maintained in the file for 12 months; granted criminal history restriction waiver notifications are maintained in the file for as long as the individual is employed or is living in the facility; and other documents indicating placement in the compliance file.

Online

Child care locator and case summary: Access at the below Web address.

Licensing requirements for child care programs: Access at the below Web address or contact the local DHS office below for a mailed copy.

At the DHS local office

Public licensing file: Contact the local office below to schedule an appointment.

Case summary: Contact the local office below for a faxed or mailed copy.

If you believe licensing requirements are not being met or you have questions, please contact a child care licensing specialist from DHS Child Care Services at:

DHS local office

Child Care Services

Address: PO Box 35900, Tulsa, OK 74153 **Phone:** 918-933-4631

<http://www.okdhs.org/services/cc/Pages/ChildCareMain.aspx>