



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
- ✓ 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:
 - o Issuance of permits and licenses
 - o Non-compliances and Stars violations
 - o Notices to comply
 - o Complaint findings
 - o Office conferences with Licensing, Stars and tribal agencies
 - o Stars alternative settlements and reductions
 - o 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.
- 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:

Phone:

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