

Name: _____ Date initial contact: _____
 Ph: _____ Email: _____
 Addr: _____ Database entered: _____
 Other residents in home (including children): _____

ITEM			DATES SENT
Family Picture			
Application			
Application Information			
Affidavit			
Release of Information			
CBI			
FBI			
Disposition			
Central Registry - CO			
Central Registry - OOS			
References			
1			
2			
3			
Previous Agency			
Questionnaire 1			
School Questionnaire			
County Background			
Physical Exams			
Core Training - if not through KC, need orientation to agency			
Rules and Regs (done in CORE)			
Individualized Training Plan (both)			
Training Log - 15 hours of training			
CPR			
First Aid			
Drivers License			
Auto Insurance			
Auto Registration			
Pet Records			
Statement of Understanding			
Licensing Statement			

ITEM			DATES SENT
Discipline Policy			
Confidentiality			
Mandatory Reporting			
Child's Rights			
Smoking Policy			
Home Study - complete with all signatures			
Home Inspection			
Agency Orientation			
Restraint			
House Rules			
Evacuation Plan - Drawn with address on it			
Evacuation Plan - Written			
Water Test			
Voided Check			
Supervision Policy			
Trampoline Policy			

Dates of contact: _____
