

Bureau of Child Care Licensing

Child Care Rules and Regulations: What Parents Need to Enroll Their Children

1. **Immunization Records:** At the time of enrollment the parent needs to submit the child's immunization record or an exemption affidavit (see #2 below). Child care rules state that a center or group home cannot permit a child to attend until the parent submits either a written immunization record or an exemption affidavit. Immunization records may be obtained from your child's physician.
2. **"Request for Exemption to Immunization" form:** Under certain circumstances, a parent may request an exemption to state immunization requirements. See the [Request for Exemption to Immunization](#) information available from the Arizona Immunization Program website.
3. **"Emergency, Information and Immunization Record" card:** At the time of enrollment, child care rules require that a child's parent or guardian complete and sign an *Emergency Information and Immunization Record* card (provided by the center or group home).
4. **Admission and Release of Children:** Child care rules require that each time a child is dropped off or picked up at a child care center or home, the parent (or other person designated by a parent in writing or by telephone) must sign the child in and out on the attendance form with at least a first initial and a last name. *Centers and group homes may not admit or release a child without this signature.* Persons signing a child out will be asked to show identification unless they are known to the center or group home staff.