

## What Registered Providers Must Report

What to Report	To Whom	By When
Child Abuse or neglect (definite or suspected)	Office of Child Abuse Control- 1-800-792-8610 or local DYFS District Office	Immediately
Occurrence of accident or injury to child in your care	Parents of injured child	Immediately if it requires medical care, same day if not
Injury to child resulting in hospital admission while in your care	Sponsoring Organization	Beginning of sponsoring organization's next working day
Death of child while in your care	Sponsoring Organization	Beginning of sponsoring organization's next working day
Move to new residence	Sponsoring Organization	Beginning of sponsoring organization's next working day
Damage to your home that affects your compliance with registration regulations	Sponsoring Organization	Beginning of sponsoring organization's next working day
Criminal convictions by you, your assistant, substitute, alternate, or member of your household	Sponsoring Organization	Beginning of sponsoring organization's next working day
Termination of your family day care services	Sponsoring Organization	Beginning of sponsoring organization's next working day
Emergency contact information for sick or injured child	Doctor, hospital, or ambulance crew	When child receives medical treatment while in your care
Written accident record	Parents of injured child	End of next working day
Communicable disease in any child or adult in your home	Parents of all children	When you become aware of disease
Children with handicaps or special needs	Sponsoring Organization	When you become aware of child's problem
Your policy on care of sick children & administration of medication	Parents of all children and Sponsoring Organization	When child is enrolled
Names of your substitute, assistant and alternate	Parents of all children	When child is enrolled
Pets and smoking in your home	Parents of all children	When child is enrolled
How parents can contact sponsoring organization	Parents of all children	When child is enrolled
Change in information on your application for registration	Sponsoring Organization	30 days after the change
Renewal application packet	Sponsoring Organization	45 days before your Certificate expires
Suspension, revocation, or nonrenewal of your registration	Parents of all children	10 days after you receive final notice