



**OKLAHOMA DEPARTMENT OF HUMAN SERVICES**



# NOTICE TO PARENTS

Please use your right to review the following records on a regular basis.

## At the child care facility

**Posted:**

The facility is required to post:

- This Notice to Parents
- Child Welfare Investigative Summary, with confirmed findings, for 120 days from the completion of the investigation
- Waiver notifications for individuals who have restricted criminal histories, for as long as they are employed or living in the facility

**Compliance file:**

The facility is required to make accessible the following:

- Documents issued within the last 120 days:
  - Child care licensing monitoring reports, including most recent report, and licensing correspondence
  - Notice to Comply
  - Licensing complaints
  - Child Welfare Investigative Summary, with findings of unconfirmed to include findings of services not needed or services recommended
- Child Welfare Investigative Summary, with confirmed findings, for one year from the completion of the investigation

## Online

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

**Child care licensing requirements:** Access at the below Web site address.

## At the OKDHS local office

**Public licensing file:** Call the OKDHS local office below to schedule an appointment.

**Case summary:** Call the OKDHS local office below for a faxed or mailed copy.

**Child care licensing requirements:** Call the local OKDHS office below for a mailed copy.

If you believe licensing requirements are not being met or you have questions, please contact a Child Care Licensing Specialist from OKDHS Oklahoma Child Care Services at:

**OKDHS local office  
Oklahoma Child Care Services**

[www.okdhs.org/childcare](http://www.okdhs.org/childcare)



#### Purpose of form

Form 07LC084E, Notice To Parents, is used to inform child care parents of their right to review a facility's compliance records and accessibility of licensing information.

#### Instructions

This Notice To Parents must be posted within clear view of the main entrance. The main entrance is defined as where parents and the public enter your facility.