Name of Center_____ Date of Survey_____

CHILD CARE CENTER
STAFF RECORDS 8.16.2.22

File F(1)	Name & Information F(1)(a)	Drivers License 28H	Position F(1)(b)/ Duties F(1)(c)	Signed Discipline Policy 24A(1)	DOH/DOT F(1)(d)	Emer # F(1)(i)	CRC **(Every 5yrs.)** /Empl. His & Current Child Abuse F(1)(e)	Written Plan-7 Comp./ Prof. Dev. Plan F(1)(n)	Signed Personnel HB Acknmt F(1)(o)./Dis.Plan Acknmt. F(1)(p)	Confid-entiality F(1)(k)	Work Sched F(2)
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Reviewer's Name_____

Updated by PM 10/04/2016

File F(1)	Name F(1)(a)	Perf. Eval. F(1)(l)	Admin. Actions or Reprimands F(1)(m)	45-hour 23B(2)(c)	1st Aid/CPR 23B(2)(b)(x) & 26B (1) **(All Staff)**	Training Certificate Log / 23B (2) (l) **H&S (i-xi)**	Inf/Todd Training 23B(2)(k)	Univ. Prec. F(1)(j)	**NEO 23B(2)(a)	I-9 F(1)(q)
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Reviewer's Name_____

***New Employee Orientation*

***Health & Safety Training (H&S) must be done 3 months from date of hire*

**** The 24 hours of annual training will be waived for educators if employed by a program currently under FOCUS consultation.*

Updated by PM 10/04/2016