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 27A(8)	Position F(1)(b)/ Duties F(1)(c)	Signed Discipline Policy 24A(1)	DOH/DOT F(1)(d)	Emer # F(1)(h)	CRC/Empl. His & Current Child Abuse F(1)(e)	Written Plan-7 Comp./ Prof. Dev. Plan F(1)(m)	Signed Personnel Handbook Acknowl. F(1)(n)	Confid-entiality F(1)(j)	Work Sched F(2)
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Reviewer's Name_____

Updated by PM 07/19/10

File F(1)	Name F(1)(a)	Perf. Eval. F(1)(k)	Admin. Actions or Reprimands F(1)(l)	45-hour 23B(2)(b)	1st Aid/CPR F(1)(f) & 26B (1)	Training Log / Certificate F(1)(g)	Inf/Todd Training 23B(2)(i)	Univ. Prec. F(1)(i)	**NEO 23B(2)(a)
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Reviewer's Name_____

***New Employee Orientation*

Updated by PM 07/19/10