| Name of Center | | Date of Survey_ | |
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OUT OF SCHOOL TIME CARE STAFF RECORDS 8.16.2.41

| File E(1) | Name & Information E(1)(a) | Position E(1)(b) Duties E(1)(c) | DOH/ DOT E(1)(d) | CRC (Every 5 years) / Empl. History E(1)(e) Current Child Abuse E(1)(f) | 1st Aid/CPR 42C (2)(i) & 45B(1) (All Staff) | Training Log & Certificate 42C (3) H & S 42C(2)(a)-(j) | Emer # E(1)(i) | Univ. Prec. E(1)(j) | Prof. Dev. Plan E(1)(k) | Work Sched E(2) | Signed Guidance Policy 43A(1) | **NEO 42C(1) |
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^{**}New Employee Orientation

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

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