

### Staff Record Checklist – Family Child Care Centers

**Use of form:** Use of this form is voluntary. It is intended for use as a review document for all staff records by child care centers and licensing specialists. Completion of this form by licensees will help ensure compliance with DCF 250.04(5). Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** A separate file is required for each provider, employee or substitute. A check mark or date indicates that the required information is in the staff file. Name, employment date, job title should be filled in. **Do not post this form in the center.** Obtain signatures following the exit interview if applicable.

Name – Child Care Center			Address (Street, City, Zip)										Facility ID Number				
General Information			CBC					Health		Education and Training							
Name – Provider / Staff and Position Title	Start Date (mm/dd/yyyy)	Staff Record – Child Care Centers 250.04(5)(a)	Documentation of actual hours worked 250.04(5)(d)	Driving license and record if transporting children 250.04(5)(i), 250.08(3)(b)	Background Information Disclosure 250.04(5)(b)	DOJ criminal history results 250.04(5)(c)	DHFS / DRL results (IBIS) 250.04(5)(c)	Staff Health Report-Physical Ability 250.04(5)(e)2.	Staff Health Report-TB Test 250.04(5)(e)1.	Staff Orientation Checklist 250.05(2)(a)	Registry Certificate 250.04(5)(k)	Entry-level training 250.04(5)(g), 250.05(1)(b)	SBS prevention training 250.04(5)(h), 250.05(1)(b)7.	10 hour I/T training 250.05(1)(b)6.	Current infant / child CPR certificate 250.05(1)(b)5.	Biennial CAN training 250.04(8)(b)	Continuing education 250.04(5)(j), 250.05(1)(b)4.
A.																	
B.																	
C.																	
D.																	
E.																	

The department-approved courses *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* are the courses that meet the entry-level requirement. *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler Care* taken after 09/02/2001 contain the SIDS risk reduction component; when taken after 07/01/2005, they contain the SBS training component.

SIGNATURE – Licensing Specialist		Date Signed		SIGNATURE – Center Representative			Date Signed	
	STAFF FILE / FORM	BID / CBC	PHYSICAL / TB	QUALIFICATIONS	CONTINUING ED	CAN TRAINING	SBS TRAINING	ORIENTATION
Licensee	YES	YES (on file with DCF)	YES	YES	YES	YES	*YES	NO
Child Care Provider / Employee	YES	YES	YES	YES	YES	YES	*YES	YES
Substitute	YES	YES	YES	YES (after 240 hours)	NO	YES	*YES	YES
Volunteer used to meet ratios	YES	YES	YES	YES (after 240 hours)	NO	YES	*YES	YES
Volunteer not used to meet ratios	NO	NO (BID recommended)	NO	NO	NO	NO	*NO	YES
Emergency Back-up Provider	NO	NO (BID recommended)	NO	NO	NO	NO	*YES	**YES

\*All persons who provide care and supervision to children under age 5. This includes all providers, employees, substitutes, emergency back-up providers and volunteers who are counted in staff-to-child ratios. \*\* Does not have to be written.