

STAFF RECORD CHECKLIST – DAY CAMPS FOR CHILDREN

Use of form: Use of this form is voluntary. It is intended for use as a review document for all staff records by day camp licensees and licensing specialists, and completion of this form may help ensure compliance with DCF 252.41(3). Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: The licensee shall maintain a separate file for each employee. This includes student teachers and persons working at the camp that are compensated from sources other than the camp. A check mark indicates that the required information is in the employee's file. Name, employment date and job title should be filled in. Each camp shall have a person designated as Camp Director 252.42(1)(a), a person designated as Health Supervisor 252.44(6)(b) and a person designated as Waterfront Supervisor 252.44(7)(b)1.b.

Name – Child Care Center	Address (Street, City, Zip Code)	Facility ID Number
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Staff Record Information 252.41(3)(a)1.							Training					CBC				
Name – Staff Person	Start Date (mm/dd/yyyy)	Job Title	Employee name	Employee address	Employee date of birth	Education	Previous experience in child care including reason for leaving previous position	Name, address, telephone of emergency contact persons	Documentation of entry-level training 252.41(3)(a)2.	Documentation of SBS training 252.41(3)(a)2.	Documentation of annual pre-camp training 252.41(3)(a)	Driving Record (obtained annually) 252.09(2)(b)	Current infant / child CPR certificate 252.42(2)(c)	Background Information Disclosure form 252.41(3)(a)3.	DOJ criminal history results 252.41(3)(a)4.	DHFS / DRL results 252.41(3)(a)4.
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I attest that the information contained on this form is correct and complete to the best of my knowledge.

SIGNATURE – Center Designee	Date Signed	SIGNATURE – Licensing Specialist	Date Signed
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