

STAFF RECORD CHECKLIST – FAMILY CHILD CARE CENTERS
CONFIDENTIAL – DO NOT POST

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 250.05(2). 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, and position title should be filled in. **Do not post this form in the center.**

| Name – Child Care Center | | | | | | | | | | Facility ID Number | | | | | | | |
|--|-------------------------|--|--|--|---|--|--|--------------------------------------|-----------------------------------|-----------------------------------|---|-------------------------------------|-------------------------------------|-----------------------------------|---|---|-------------------------------------|
| Address (Street, City, Zip Code) | | | | | | | | | | File Review Date | | | | | | | |
| Provider / Staff Name and Position Title | Start Date (mm/dd/yyyy) | Staff Record – Child Care Centers 250.05(2)(a) | Preliminary Eligibility / Determination from CBU | Final Eligibility / Determination from CBU | Staff Health Report-Physical Ability 250.05(2)(d)1.b. | Staff Health Report-Free from Illness 250.05(2)(d)1.a. | Staff Orientation Checklist 250.05(4)(a) | AHT prevention training 250.05(3)(g) | Registry Certificate 250.05(2)(e) | Entry-level training 250.05(3)(b) | Current infant / child CPR certificate 250.05(3)(e) | Biennial CAN training 250.05(3)(fm) | Continuing education 250.05(4)(c)1. | 10 hour I/T training 250.05(3)(f) | Documentation of actual hours worked 250.05(2)(c) | Driving record, if transporting children 250.08(4)(c) | Annual driver training 250.08(4)(b) |
| A. | | | | | | | | | | | | | | | | | |
| B. | | | | | | | | | | | | | | | | | |
| C. | | | | | | | | | | | | | | | | | |
| D. | | | | | | | | | | | | | | | | | |
| E. | | | | | | | | | | | | | | | | | |
| F. | | | | | | | | | | | | | | | | | |
| G. | | | | | | | | | | | | | | | | | |

The department-approved courses *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* are the noncredit courses that meet the entry-level training 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, and courses taken after 07/01/2005 contain the AHT training component. *Health, Safety, and Nutrition* courses taken from a technical college after 01/01/2006 contain the AHT training component.

| Child Care Center Name | | | | | | | Facility ID Number | | |
|-----------------------------------|-------------------|------------------|----------|------------------|---------------|--------------|--------------------|------------------|------------------|
| | STAFF FILE / FORM | BCR / CBC | PHYSICAL | QUALIFICATIONS | CONTINUING ED | CAN TRAINING | AHT TRAINING | ORIENTATION | CPR |
| LICENSEE | ¹ YES | ² YES | YES | YES | YES | YES | ⁶ YES | NO | ⁸ YES |
| CHILD CARE PROVIDER / EMPLOYEE | YES | YES | YES | ⁴ YES | YES | YES | ⁶ YES | YES | ⁸ YES |
| SUBSTITUTE | YES | YES | YES | ⁵ YES | YES | YES | ⁶ YES | YES | ⁵ YES |
| VOLUNTEER USED TO MEET RATIOS | YES | YES | YES | ⁵ YES | NO | YES | ⁶ YES | YES | ⁵ YES |
| VOLUNTEER NOT USED TO MEET RATIOS | NO | ³ NO | NO | NO | NO | NO | NO | YES | NO |
| EMERGENCY BACK-UP PROVIDER | NO | ³ NO | NO | NO | NO | NO | ⁶ YES | ⁷ YES | NO |

1 – If the licensee is a provider, a staff file is required. 2 – On file with DCF. 3 – BCR recommended. 4 – Second providers required to meet staff-to-child ratios have six months after beginning work to complete the required training. 5 – After 240 hours. 6 – All persons who provide care and supervision to children under age five.

7 – Does not have to be written. 8 – Within three months of licensure or date of hire.

Notes: