

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 250.04(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.

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

The department-approved courses *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* 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; when taken after 07/01/2005, they also contain the Shaken Baby Syndrome (SBS) training component. *Health, Safety and Nutrition* courses taken from technical colleges after 1/1/2006 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	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 – BID 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 six months of licensure or date of hire.