

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 file. Name, employment date and position title(s) 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. Counselors who are counted in counselor-to-child ratio shall be at least 18 years of age and have completed high school or equivalent. Camp director shall be at least 21 years of age and have: 1. at least 2 years supervisory or administrative experience in organized camp or children’s program; or 2. a bachelor’s degree in outdoor education, recreation, social work, psychology, child development or education or in another camp-related field. The driver of a vehicle shall be at least 18 years of age and have at least one year of experience as a licensed driver.

Name – Day Camp	Address (Street, City, Zip Code)	Facility ID Number
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Name – Staff Person and Position Title	Start Date (mm/dd/yyyy)	Employee address	Date of birth	High school diploma or equivalent	Child care experience including reason for leaving previous position	Name, address, telephone of emergency contact persons	Documentation of certification / training for position(s) held 252.41(3)(a)2.	Documentation of SBS training 252.41(3)(a)2.	Annual Background Information Disclosure form 252.41(3)(a)3.	Annual DOJ criminal history results 252.41(3)(a)4.	Annual DHFS / DRL results 252.41(3)(a)4.	Out-of-state background check, if applicable 252.41(3)(a)4.	Documentation of annual 24-hr pre-camp training 252.41(3)(a)5.; 42(2)(c)	Documentation of days and hours counted in counselor-to-child ratio 252.41(3)(a)6., .42(2)(f)	Volunteers: Documentation of 4-hr programming training 252.42(2)(c)1.	Current child / adult CPR w / AED certificate 252.42(2)(e)	Current certification as lifeguard 252.44(7)(b)1.b., 252.44(7)(b)2.	Annual Driving Record 252.09(1)(e), (2)(b)
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I attest that the information contained on this form is correct and complete to the best of my knowledge.

SIGNATURE – Licensing Specialist	Date Signed	SIGNATURE – Day Camp Designee	Date Signed
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