



CHILD CARE CENTER PERSONNEL INFORMATION RECORD

Purpose: This form simplifies maintenance of personnel records by centralizing information required by DFPS for child care centers. Providers may use their own form.

Directions: Employees fill out this form upon hire and sign it after completing all requirements. This form meets the requirements of 40 TAC §746.901. Supporting forms may be found at:

http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#staff

EMPLOYEE INFORMATION				
Name:		Address:		Phone:
Date of Birth:	Date of Employment:	Date FBI Fingerprint Check Completed:	TB Test Date:	
Name of High School/Home School:		Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation/GED Date:	
Child Care Career Program (for high school students) and Instructor:				
CPR Training Expiration Date: First Aid Training Expiration Date:				

PRE-SERVICE TRAINING (FOR CAREGIVERS)	
Select all that apply:	
<input type="checkbox"/> I have previous child care experience or training. (DOES NOT REQUIRE 24 HRS OF PRE-SERVICE). OR <input type="checkbox"/> I do not have previous child care experience or training. Before being counted in the child/caregiver ratio, I received 8 hours of pre-service training in the following areas:	
<input type="checkbox"/> Developmental stages of children	<input type="checkbox"/> Age-appropriate activities for children
<input type="checkbox"/> Positive guidance and discipline of children	<input type="checkbox"/> Fostering children's self-esteem
<input type="checkbox"/> Supervision and safety practices in the care of children	<input type="checkbox"/> Positive interaction with children
<input type="checkbox"/> Preventing the spread of communicable disease	
<input type="checkbox"/> I will not be working with children younger than 24 months. (DOES NOT REQUIRE THE TRAINING LISTED BELOW). OR <input type="checkbox"/> I will be working with children younger than 24 months. Before being counted in the child/caregiver ratio for a group of children younger than 24 months of age, I received one hour of pre-service training in:	
<input type="checkbox"/> Recognizing and preventing shaken baby syndrome and abusive head trauma; <input type="checkbox"/> Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and <input type="checkbox"/> Understanding early childhood brain development.	
Employee Signature:	Date Signed:

EMPLOYEE AND VOLUNTEER ORIENTATION

I have been oriented in:

- ☐ An overview of the minimum standards for child care centers;
 - ☐ The center's operational policies, including discipline, guidance, and the release of children;
 - ☐ An overview of your policy on the prevention, recognition, and reporting of child abuse and neglect;
 - ☐ An overview of the procedures to follow in handling emergencies, which includes sharing the emergency preparedness plan with all employees;
 - ☐ The location and use of fire extinguishers and first aid equipment;
 - ☐ Administering medication, if applicable;
 - ☐ Preventing and responding to emergencies due to food or an allergic reaction;
 - ☐ Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
 - ☐ Handling, storing, and disposing of hazardous materials including compliance with 40 TAC §746.3425; and
 - ☐ Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.
- ☐ I have received a copy of the child care center's operational policies.
- ☐ I have received the child care center's personnel policies.

Employee Signature:

Date Signed:

Trainer Signature:

Date Signed:

ATTACHED DOCUMENTS

- ☐ Copy of photo identification
- ☐ Copy of current driver's license for persons transporting children in care ☐ NA if not transporting children
- ☐ Affidavit for Applicants for Employment (Form 2985)
- ☐ Staff Training Record (Form 7258)
- ☐ Educational Documentation

PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy at:
<http://www.dfps.state.tx.us/policies/privacy.asp>.