

EMPLOYEE FILE CHECKLIST

CHILD CARE FACILITY

Name: _____

Employment Date: _____

<input checked="" type="checkbox"/>	First Section – Background Screening
<input type="checkbox"/>	Background Screening & Personnel File Requirements Form 5131
<input type="checkbox"/>	Level 2 Background Screening (CLEARINGHOUSE – “DCF Child Care Eligible”) (<i>ensure there is not a 90 day break in service</i>)
<input type="checkbox"/>	Florida Child Abuse Registry Search (Separate letter from DCF if conducted after 8-2016)
<input type="checkbox"/>	Affidavit of Good Moral Character Form 1649A
<input type="checkbox"/>	Previous Employment History (minimum 5 years)
<input type="checkbox"/>	Employment Application: Has employee lived in any other state besides FL in the past 5 years? If so, specify each state.
<input type="checkbox"/>	Other states: Sexual Offender search AND Child Abuse Registry search for each state
<input type="checkbox"/>	Child Abuse and Neglect Reporting Requirements Form 5337 (<i>Annually</i>)
<input type="checkbox"/>	Addendum / Supplemental Statement (May be part of application)
<input type="checkbox"/>	Volunteer Acknowledgement - Form 5217 (If applicable) <i>*Be sure to maintain a volunteer log*</i>
	Second Section – Training
	<i>INDUSTRY START DATE – This is the first day the employee worked as child care personnel in a facility in Florida. This is the date used to determine commencement and completion dates for required training.</i>
<input type="checkbox"/>	Child Care Training Transcript <ul style="list-style-type: none"> • Check to verify <ol style="list-style-type: none"> 1) 40-clock-hour training 2) industry start date 3) staff credential 4) director credential if needed 5) VPK credentials if needed 6) 5-hours Early Literacy Training (may be a separate certificate if not on transcript)
<input type="checkbox"/>	Annual In-Service Training Record Form 5268 <ul style="list-style-type: none"> • Minimum of 10-hours each fiscal year (July 1- June 30). Upon successful completion of the 40-hour introductory training requirements. Attach certificates to form.
<input type="checkbox"/>	First Aid and Infant/Child CPR cards/certificate (if applicable, CPR must be hands on)
	Universal Precautions/Exposure Plan - <i>Child Care facilities shall develop a written exposure plan regarding universal safety precautions. All child care personnel are required to be educated on the facility’s exposure plan regarding standard precautions. The DCF Child Care Personnel Orientation Course (5 hours) provides general information on this topic that may be used to supplement a facility specific training offered by the child care provider. (prior to caring for children and annually thereafter)</i>

EMPLOYEE FILE CHECKLIST

CHILD CARE FACILITY

Name: _____

Employment Date: _____

<input type="checkbox"/>	Fire Extinguisher Training (completed within first 30 days of hire)
<input type="checkbox"/>	Safe Sleep/Shaken Baby Syndrome Training (<i>if applicable – meaning the facility offers infant care</i>) (just the course, not the exam to be completed within first 30 days of hire at the facility/industry)
	Medication Administration - <i>Child care personnel responsible for administering medication must complete training on proper medication administration procedures. The DCF Child Care Personnel Orientation Course (5 hours) provides general medication administration information; however, specific medical conditions would require more individualized training regarding administering medication for that condition.</i> (completed prior to commencement)
<input type="checkbox"/>	Transportation Training – <i>if staff participate in transportation activities. For child care personnel to satisfy this requirement the training must be accomplished through the Department’s Transportation Safety course or the Early Learning Florida’s Precautions in Transporting Children course</i> (completed prior to commencement)
	Background Screening is required for ALL personnel except certain volunteers. Training is not required for non-child care personnel, such as custodians, office staff, and cooks, as long as they do NOT care for children at any time .
	Special Employee File Documents
<input type="checkbox"/>	Drivers – maintain copies in personnel file (due prior to participating in transportation): <ul style="list-style-type: none"> <input type="checkbox"/> Physical Exam (Annually) <input type="checkbox"/> Valid Florida Driver License <input type="checkbox"/> First Aid/Infant/Child CPR Certification <ul style="list-style-type: none"> ➤ Transportation Training – all staff who assist with transportation services – see above
<input type="checkbox"/>	Lifeguards -- maintain copies in personnel file (due prior to serving as a lifeguard): <ul style="list-style-type: none"> <input type="checkbox"/> Lifeguard Certification <input type="checkbox"/> Infant/Child CPR Certification <input type="checkbox"/> First Aid for Lifeguards Certification
	<p>SCHOOL READINESS PROVIDERS: Remember <i>PRE-SERVICE</i> training requirements!</p> <p>“Preservice Training” refers to training requirements completed <i>prior to unsupervised contact</i> with or care of children participating in the School Readiness Program, or <i>within 90 days of employment</i> at a program facility provided the staff member is <i>not allowed unsupervised contact with or care of children prior to completion of pre-service training requirements.</i></p> <p><i>*See School Readiness Handbook for information on this requirement*</i></p> <p>http://www.floridaearlylearning.com/Content/Uploads/floridaearlylearning.com/files/PreserviceTrainingRequirements_061421_ADA_Final.pdf</p>