Staff File Checklist

All items are to be completed before staff members work with children, except as noted:

|  |  |  |
| --- | --- | --- |
| Staff file requirements: |  |  |
| Name: |  |
| Home address: |
| Phone number: |
| * Date of birth:
 | * **Date of hire:**
 | * **Date of termination:**
 |
| * Emergency contact name & number:
 | **Date completed** **or documented:** |
| * Job description
 |  |
| * Application, résumé, or personal data sheet
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| * Reference #1:
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| * Reference #2:
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| * Release of employment history form
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| * Service letters:
* Two additional references are required if unable to obtain at least one service letter
 |  |
| * Orientation
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| * Employee declaration
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| * Adult abuse registry check
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| * Initial and yearly review of child abuse recognition and reporting law
 | **Dates** |  |  |
|  |  |
|  |  |
| * Acknowledgement that alcohol and illegal drugs are prohibited at work
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| * Initial and yearly review of safe sleep procedures, if center serves infants
 | **Dates** |  |  |
|  |  |
| * Training on proper handling, storage, preparation, and feeding of breast milk and formula, if applicable
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| * Proof of fingerprinting before beginning to work
 |  |
| * Eligibility results

(cannot be left alone with children until these are received) |  |
|  |
| * Copy of driver’s license, if transporting children
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| * Physical
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| * TB test or screening (within 30 days of hire)
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| * Delaware First qualifications certificate (within 60 days of hire & cannot be alone with children until certificate is received)
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| * CPR certification (within two months of hire)
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| * First Aid certification (within two months of hire)
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| * Administration of medication training /certification (within two months of hire)
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| * Professional development plan (within three months of hire)
 |  |
| * Annual training hours
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