



Human Resources Employee Check List

(Place in sheet protector in file)

Employee

Name: _____

Is Employee counted in Child/Staff Ratios? Yes _____ No _____

Complete the following items on all employees who work in your Campus including all substitutes. An employee is anyone whose name is on your employee list. List the date that each item was completed or NA for items that do not apply.

- Affidavit: _____ (complete once)
- Child Care Center Personnel Record: _____ (complete once, if counted in ratios: Orientation Section on everyone; Employee Application, Personnel Info Form, Job Description)
- Criminal Background Check: _____ (complete every two years: Initial background check must be completed prior to the employee working in your center)
- FBI Fingerprints: _____ (complete once with first background check)
- Copy of HS Diploma or degree: _____ (one copy for file, if counted in ratios)
- First Aid Certification: _____ (complete upon expiration, if counted in ratios or left alone with children)
- CPR Certification: _____ (complete upon expiration, not needed for provider/volunteer)
- Pre-Service Training or Wavier: _____ (complete once, if counted in ratios)
- TB Test Results: _____ (screen every year, test every three years, copy of TB test result if test has been completed)
- Center Operating Manual: _____ (current copy)
- Training Log/Records: _____ (on-going, if counted in ratios)
- Date of Termination of Services: _____

CSNT Head Start Vision Statement

“To provide a system of education and encouragement which results in school readiness for young children and their families.”