

STAFF INFORMATION CHECKLIST

NAME: _____

TITLE: Aide/ Intern./Asst. Grp. Sup./Grp. Sup./Asst. Director/Director

The following information must be completed before you begin working at Duck Hollow Discovery Learning Center. (Please put together file in this order.)

Name of Form:

Date:

STAFF DATA SHEET/PHOTO ID

(dated when employment began)

CHILDCARE EMPLOYMENT VERIFICATION FORM

(experience with children)

DISCLOSURE STATEMENT

(witness signature from director)

ACT 33-CHILD ABUSE CLEARANCE

(www.compass.state.pa.us/cwis)

ACT 34-CRIMINAL RECORD CLEARANCE

(https://epatch.state.pa.us)

ACT 114-FBI CLEARANCE

(www.identogo.com) CODE: 1KG738

ACT 126-MANDATED REPORTING

(www.reportabusepa.pitt.edu)

NATIONAL SEX OFFENDER REGISTRY

(www.keepkidssafe.pa.gov)

STAFF HEALTH ASSESSMENT

(updated every 2 years)

TB TEST

(less than a year old)

30 HOURS OF CEU's/TRANSCRIPT

(must be current)

ASSOC./BACH./MASTER DEGREE/CERTIFICATION

(must see original)

2 LETTERS OF RECOMMENDATION

(non-relative, rather from childcare experience)

FIRST AID

(refer to card)

INFANT/CHILD CPR

(refer to card)

FIRE SAFETY

(updated annually)

EMERGENCY PREPAREDNESS PLAN

(initial training/group training)

EVALUATIONS/CONTRACT

(3 months/annually)