

Bureau of Child Care Licensing

Staff Records and Reports for Centers



PERSONNEL RECORDS
R9-5-402.A., R9-5-403

<input type="checkbox"/> 1.	Employee Name: _____ Home Address: _____ Telephone #: _____	Date of Birth: _____ Position: _____ Alone <input type="checkbox"/> Supervised <input type="checkbox"/>
<input type="checkbox"/> 2.	Start Date: _____	Hire Date: (if different) _____
<input type="checkbox"/> 3.	End Date: _____	
<input type="checkbox"/> 4.	Emergency Contact:(name) _____	Phone # _____
<input type="checkbox"/> 5.	Immunization Statement: In Compliance with Arizona State Law, the undersigned does hereby testify that he/she has immunizations against measles, rubella, diphtheria, mumps and pertussis that are current. Employee Signature: _____ Date: _____	
<input type="checkbox"/> 6-7.	Verification of Fingerprint Registration (see A.R.S. § 36-883.02.c, R9-5-203): <input type="checkbox"/> Original signed <i>Criminal History Affidavit</i> dated _____ <input type="checkbox"/> Copy of the <i>Applicant Fingerprint Registration Application</i> (application # _____) <input type="checkbox"/> Copy of the <i>Fingerprint Clearance Card</i> (expiration date _____)(# _____) <input type="checkbox"/> DPS contacted (date _____) <input type="checkbox"/> Valid <input type="checkbox"/> NOT valid	
<input type="checkbox"/> 8.	Documents required by R9-5-301(F) <input type="checkbox"/> Mantoux TB Test Results (on or w/in 12 months prior to start date) _____ date of test results <input type="checkbox"/> A health care provider's signed statement that the individual is free from TB, dated w/in 6 months of start date	
<input type="checkbox"/> 9.	Documents required by R9-5-401 <input type="checkbox"/> High School Diploma/GED Certificate <input type="checkbox"/> saw orig. <input type="checkbox"/> by phone <input type="checkbox"/> by letter <input type="checkbox"/> Work Experience (based on full time employment, 30+ hours/week)	
<input type="checkbox"/> 10.	Written Documentation of Training required by R9-5-403 <input type="checkbox"/> New Staff Training within 10 calendar days of starting date (date) _____ <input type="checkbox"/> Eighteen (18) Hours of Annual In-Service Training based on starting date, including at least 6 hours in areas of child growth & development YEAR: _____ (based on start date) HOURS: _____	
<input type="checkbox"/> 11.	Current License or Certification <input type="checkbox"/> AZ Driver's License (if a van driver) Expires: _____ <input type="checkbox"/> Food Handlers Card Expires: _____ <input type="checkbox"/> First Aid Certificate Expires: _____ <input type="checkbox"/> CPR Certificate Expires: _____	
<input type="checkbox"/> 12.	Good faith efforts to contact previous employers: <input type="checkbox"/> Contact 1 Name: _____ Date: _____ <input type="checkbox"/> Contact 2 Name: _____ Date: _____	
<input type="checkbox"/> 13.	<input type="checkbox"/> Central Registry (ADCS) check (copy of submittal, or documentation of results) <input type="checkbox"/> Central Registry (ADCS) Direct Service Position form	

RETAIN ENTIRE FILE 12 MONTHS FROM TERMINATION DATE

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Personnel Checklist:

The Department has created a **personnel checklist form** to assist providers with the items needed for keeping staff files organized. (see left)

Note:



Items completed on this form meet rule requirements (emergency contact, immunization statement, and references).



R9-5-402 A.

- 1. A Licensee should maintain a file for each staff member containing the staff member's name, date of birth, home address, and telephone number.

Employee Name: _____ Date of Birth: _____
Home Address: _____
Telephone #: _____

- 2. The starting date of employment or volunteer date.

Start Date: _____

- 3. The end date of employment or volunteer service, if applicable.

End Date: _____

Reminder:

Ensure to keep written documentation of every requirement in one folder or binder for each staff member.



4. The name and telephone number of an individual to be notified in case of an emergency.

Emergency Contact:(name)	Phone #
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5. The staff member's **written statement** or a copy of the **vaccination record** attesting to current immunity against measles, rubella, diphtheria, mumps, and pertussis.

Immunization Statement: In Compliance with Arizona State Law, the undersigned does hereby testify that he/she has immunizations against measles, rubella, diphtheria, mumps and pertussis that are current.

Employee Signature: _____ Date: _____



- R9-5-203 Fingerprinting:

6. Staff must complete, sign, date the criminal history affidavit (ARS 36-883.02 (C)) form **before** start date.

Forms can be found on the Bureau of Child Care Licensing webpage <http://www.azdhs.gov/als/childcare/index.htm> select the Provider Info button



7. An employee must have documentation of a valid fingerprint clearance card PRIOR to beginning employment.

If staff already have a card at time of hiring, the licensee must verify & document it is valid PRIOR to beginning employment.

DPS contacted:
(date _____)(person _____)(status _____)



Reminder:

Fingerprint items will always consist of 3 items in the file.

- A criminal history affidavit.
- Fingerprint clearance application.
- Fingerprint clearance card

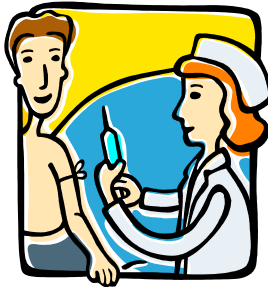
OR

- A criminal history affidavit.
- Fingerprint clearance card.
- Documentation from DPS that the fingerprint card is valid.

R9-5-301. F.
Free from tuberculosis

8. A staff member needs to submit evidence of freedom from tuberculosis on or before the starting date.

- Submits documentation of a negative **Mantoux** skin test or other tuberculosis screening test and is administered within 12 months before the starting date.



- If a staff member has a positive **Mantoux** skin test, a written statement from a healthcare provider that states the staff member is free from infectious active tuberculosis.


- The statement has to be signed and dated by the healthcare provider within six months before the starting date.



R9-5-401.1-2

9. Staff Qualifications:


- A facility director is 21 years of age or older and provides documentation of **one** of the following:



-24 months of child care experience
-A high school **diploma** or equivalency diploma.

-6 **credit hours** in early childhood
Or 60 hours of early childhood workshops
+ 12 **hours** of workshops in program administration.

or



-18 **months** of child care experience
and an N.A.C., C.D.A., or C.C.P.
credential.

Or
-24 **credit hours** from an accredited college university including 6 credit hours in early childhood development.

Director qualification continued (R9-5-401.1c.d)

Six months of child care experience and an **associate degree** in early childhood or closely-related field.

or

Three months of child care experience and a **bachelor degree** from a college in early childhood or closely-related field.


- **Note:** Ensure there is written documentation in the file for each requirement (e.g. working experience with time frames, a copy of degrees or certificates).



R9-5-401.1-2

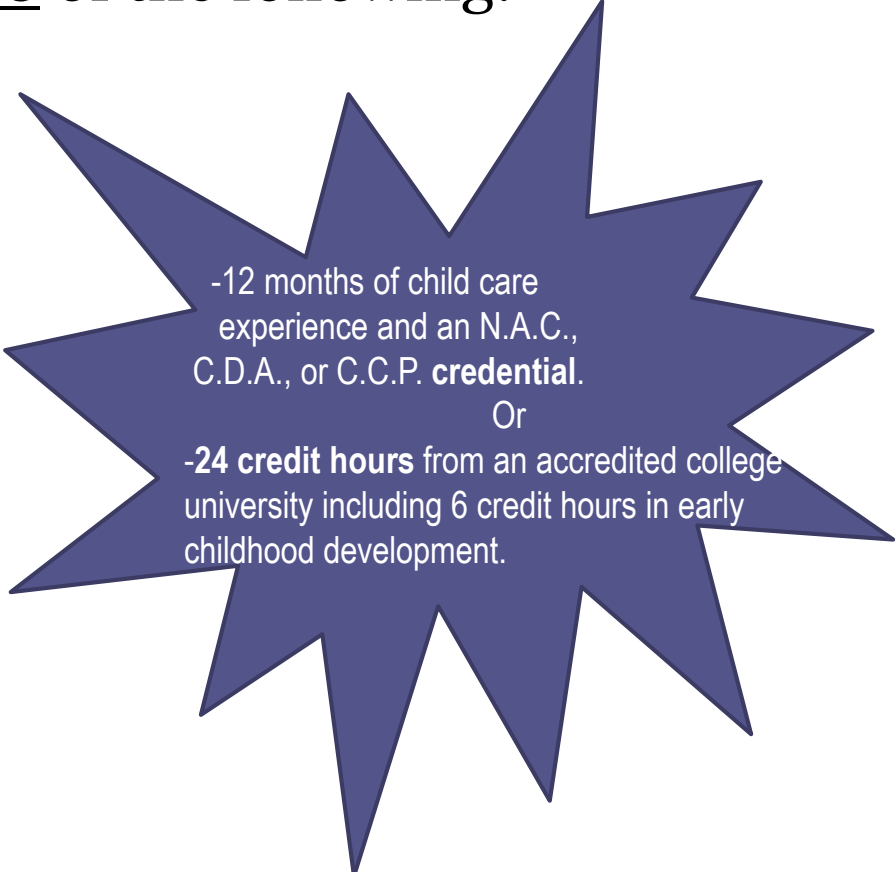
9. Staff Qualifications:

- A facility director's designee is 21 years of age or older and provides documentation of **one** of the following:




- 12 months of child care experience
- A high school diploma or equivalency diploma.
- 3 credit hours in early childhood
Or 30 hours of early childhood workshops.

or




-12 months of child care experience and an N.A.C., C.D.A., or C.C.P. credential.
Or
-24 credit hours from an accredited college university including 6 credit hours in early childhood development.

A facility director's designee continued (R9-5-401.2.c.d.)



Six months of child care experience and an **associate degree** in early childhood or closely-related field.

or




Three months of child care experience and a **bachelor degree** from a college in early childhood or closely-related field.

R9-5-401.3


9. Staff Qualifications:

- A teacher-caregiver is 18 years of age or older and provides documentation of **one** of the following:




6 months of child care experience and a high school diploma.

or



6 months of child care experience and 12 credits from an accredited college or university, including 6 credit hours in early childhood or closely-related field.

Teacher care-giver continued (R9-5-401.3.b.c.)



An associate or bachelor degree from an accredited college or university in early childhood development or closely-related field.

or

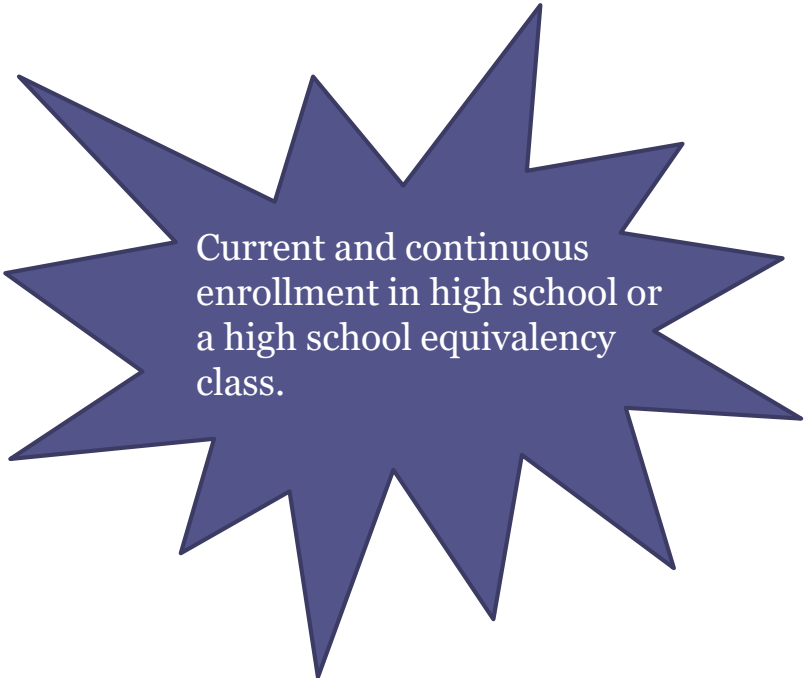


An N.A.C., C.D.A., or C.C.P. credential.

R9-5-401.4.


9. Staff Qualifications:

- An assistant teacher-caregiver is 16 years of age or older and provides documentation of **one** of the following:



Current and continuous enrollment in high school or a high school equivalency class.

or




High school or high school equivalency diploma.

Assistant teacher caregiver continued (R9-5-401.4.c.d.)



Enrollment in vocational
rehabilitation

or



Employment as a
teacher-caregiver aide for
12 months or
service as a volunteer in a
child care facility for 12
months.

A teacher- caregiver aide:

Is 16 years of
age or older

A student-aide:

Provides documentation of
participation in an educational
course in child development,
parenting, or guidance or a
vocational education or occupational
development program.

A volunteer:

Is 15 years of
age or older.

Note: In addition to staff providing qualifications, every type of staff member is required to provide documentation to complete a staff file from R9-5-402.a.1-12.



R9-5-403.a.1-17

10. Training Requirements:



Within **10** days of the *starting date* of employment or volunteer service, a staff member must **complete** training for the following:

1. Facility philosophy and goals;
2. Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services;
3. Health needs, nutritional requirements, any known allergies, and information about adaptive devices of enrolled children for whom the staff member will provide child care services;
4. Lesson plans;
5. Child guidance and methods of discipline;
6. Hand washing techniques;
7. Diapering techniques and toileting, if assigned to diaper changing duties;
8. Food preparation, service, sanitation, and storage, if assigned to food preparation;

New staff training continued.....

9. If a staff member is assigned to feeding infants, the preparation, handling, and storage of infant formula and breast milk;
10. Recognition of signs of illness and infestation;
11. Child abuse or neglect detection, prevention, and reporting;
12. Accident and emergency procedures;
13. Staff responsibilities as required by A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter;
14. Sun safety policies and procedures;
15. Safety in outdoor activity areas;
16. Transportation procedures, if applicable; and
17. Field trip procedures, if applicable.

Note: The department has provided a checklist form that can be used to complete the new staff training.

Forms can be found on the Bureau of Child Care Licensing webpage <http://www.azdhs.gov/als/childcare/index.htm>
select the Provider Info button



Checklist for Training of New Staff Member

Employee's Name: _____ Starting Date: _____

In accordance with R9-5-403 for centers, and R9-3-302.A for group homes, training for new staff members who provide child care services must be completed within 10 calendar days of the starting date of employment and must include all of the items listed below.

Staff training requirements:	Date Completed
Facility philosophy and goals (centers only)	
Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services	
Health needs, nutritional requirements, any known allergies and information about adaptive devices of enrolled children for whom the staff member will provide child care services	
Lesson plans (centers only)	
Child guidance and methods of discipline	
Hand washing techniques	
Diapering techniques and toileting, if assigned to diaper changing duties	
Food preparation, service, sanitation, and storage, if assigned to food preparation	
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk	
Recognition of signs of illness and infestation	
Child abuse or neglect detection, prevention, and reporting	
Accident and emergency procedures	
Staff responsibilities as required by Statutes and Rules that govern group homes or centers	
Sun safety policies and procedures	
Safety in outdoor activity areas	
Transportation procedures, if applicable	
Field Trip procedures, if applicable	
Sudden Infant Death Syndrome (SIDS) – if providing service for infants/ones (required for child care group homes)	

Employee's Signature: _____ Date: _____

Director's/Provider's Signature: _____ Date: _____

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R9-5-402.11.

License or certifications:



- Staff members that **transport** children must have a copy of the *front* and *back* of their **driver's license** in the file.



- **CPR and First Aid** certification:

- A staff member that completes CPR and first aid training (specific to infants & children) must make a copy of the *front* and *back* of the CPR and first aid cards for their file.

- A staff member that completes the Food Handler Training can keep a copy of the certification in the file.



- Note:
 - CPR training must include demonstration of technique
 - The licensee shall ensure there is at least **one** staff member present at all times certified in **CPR and First aid** training.



A.R.S. 36-883.02.D. Documentation of requirements

12. References for staff members:

Employers of child care personnel shall make documented, good faith efforts to contact previous employers of the staff member at the **time of hire** in order to obtain information or recommendations for employment with children. (see personnel form)



Example:

Good faith efforts to contact previous employers:

Contact 1 – Name: _____ Date: _____

Contact 2 – Name: _____ Date: _____

Note:

When a staff member provides 2 **professional letters** of recommendation, the employer shall document his/her good faith efforts to contact the previous employers to verify the letters.



R9-5-402.B.1.2.(location of files)

A staff member who **is** currently working at a facility must have their staff information;

1. R9-5-402.a1-a11 kept in a single location on the facility premises .
2. R9-5-402.a12 (references) are to be maintained and provided to the Department within **2 hours** of the Department's request if they are not on the facility's premises.



R9-5-402.C.1.2.

A staff member who is currently **not** working at the facility must have their staff file or information;

1. Maintained for *12 months* after the end date of the staff member's employment.
2. Provided to the Department within **2 hours** of the Department's request.



The END



Documents create a
paper reality we call
proof.
- Mason Cooley

Bureau of Child Care Licensing

CERTIFICATE OF COMPLETION

*The individual listed above completed the module
Staff Records & Reports for Centers
and is receiving credit for 0.5 (1/2) hour of child care management training.*

Director

Date

