



CHILD CARE CENTER PERSONNEL INFORMATION RECORD

Purpose: This form simplifies maintenance of personnel records by centralizing information required by DFPS for child care centers. Providers may use their own form.

Directions: Employees fill out this form upon hire and sign it after completing all requirements. This form meets the requirements of 40 TAC §746.901. Supporting forms may be found at:

http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#staff

Name:		Address:		Phone:	
Date of Birth:	Date of Employment:	Date FBI Fingerprint Check Completed:		TB Test Date:	
Name of High School/Home School:			Graduated? Yes No		Graduation/GED Date:
Child Care Career Program (for high school students) and Instructor:					
CPR Training Expiration Date:					
First Aid Training Expiration Date:					

Select all that apply:	
I have previous child care experience or training. (DOES NOT REQUIRE 24 HRS OF PRE-SERVICE). OR I do not have previous child care experience or training. Before being counted in the child/caregiver ratio, I received 8 hours of pre-service training in the following areas:	
Developmental stages of children	Age-appropriate activities for children
Positive guidance and discipline of children	Fostering children's self-esteem
Supervision and safety practices in the care of children	Positive interaction with children
Preventing the spread of communicable disease	
I will not be working with children younger than 24 months. (DOES NOT REQUIRE THE TRAINING LISTED BELOW). OR I will be working with children younger than 24 months. Before being counted in the child/caregiver ratio for a group of children younger than 24 months of age, I received one hour of pre-service training in:	
Recognizing and preventing shaken baby syndrome and abusive head trauma;	
Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS); and	
Understanding early childhood brain development.	
Employee Signature:	Date Signed:

I have been oriented in:

- An overview of the minimum standards for child care centers;
- The center's operational policies, including discipline, guidance, and the release of children;
- An overview of your policy on the prevention, recognition, and reporting of child abuse and neglect;
- An overview of the procedures to follow in handling emergencies, which includes sharing the emergency preparedness plan with all employees;
- The location and use of fire extinguishers and first aid equipment;
- Administering medication, if applicable;
- Preventing and responding to emergencies due to food or an allergic reaction;
- Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
- Handling, storing, and disposing of hazardous materials including compliance with 40 TAC §746.3425; and
- Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than nine years old.

I have received a copy of the child care center's operational policies.
I have received the child care center's personnel policies.

Employee Signature:

Date Signed:

Trainer Signature:

Date Signed:

Copy of photo identification
 Copy of current driver's license for persons transporting children in care NA if not transporting children
 Affidavit for Applicants for Employment (Form 2985)
 Staff Training Record (Form 7258)
 Educational Documentation

DFPS values your privacy. For more information, read our privacy policy at: <http://www.dfps.state.tx.us/policies/privacy.asp>.