



## CHILD CARE CENTER PERSONNEL INFORMATION RECORD

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**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](http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp#staff)

Legal Name:		Name you go by:		Phone:
Email:		Address:		
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). <b>OR</b> 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). <b>OR</b> 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:
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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>.