

Child CARE CENTER Personnel INFORMATION RECORD

“Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative.”

NAME:		ADDRESS:		PHONE #:	
DATE OF BIRTH:		DATE OF EMPLOYMENT:		CHC MAILED TO PRS:	T.B. TEST DATE:
NAME OF HIGH SCHOOL:				GRADUATED? <input type="checkbox"/> Yes <input type="checkbox"/> No	GRADUATION DATE / GED
COLLEGE:		DEGREE:			
CAREER PROGRAM (if Appl.):		INSTRUCTOR:			
WORK SCHEDULE: HOURS:	DAYS:	ATTENDANCE MAINTAINED <input type="checkbox"/> sign in log <input type="checkbox"/> time sheet		PREVIOUS EXP/TRAINING	WHERE AND HOW LONG
CPR Exp.Date:	First Aid Training Exp.Date:				

PRE-SERVICE TRAINING For Caregivers only

Check all that apply:

- Staff with previous child care experience or training. (DOES NOT REQUIRE 8 HRS OF PRESERVICE), **OR**
- Staff without previous child care experience or training. Before being given responsibility for a group of children, I received 8 (7 hours if a caregiver of children younger than 24 months) hours of pre-service training in the following areas:

<input type="checkbox"/> Developmental stages of children	<input type="checkbox"/> Age-appropriate activities for children
<input type="checkbox"/> Positive guidance and discipline of children	<input type="checkbox"/> Fostering children's self-esteem
<input type="checkbox"/> Safety practices in the care of children	<input type="checkbox"/> Positive interaction with children
<input type="checkbox"/> Supervision practices in the care of children	<input type="checkbox"/> Preventing the spread of communicable diseases.
- Staff will not be working with children younger than 24 months. (DOES NOT REQUIRE THE TRAINING LISTED BELOW), **OR**
- Staff will be working with children younger than 24 months. Before being given responsibility 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;
 - Preventing sudden infant death syndrome; and
 - Understanding early childhood brain development.

EMPLOYEE AND VOLUNTEER ORIENTATION

In addition to being oriented in the understanding of children and in job expectations, 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.
- The use and location of fire extinguishers and first aid equipment.
- The procedures to follow in handling emergencies, including fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult.
- An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility for reporting these.

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

I have received a copy of the child-care center's written personnel policies including my job, job responsibilities, and requirements

Signature

Date

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FELONY STATEMENT

I have never been convicted of any of the following offenses:

- A felony or misdemeanor classified as inchoate offenses,
- A felony or misdemeanor classified as an offense against the person, family or property.
- A felony or misdemeanor classified as an offense against public administration,
- A felony or misdemeanor classified offenses against as public order and decency,
- A felony or misdemeanor classified as an offense against public health, safety, and morals, or
- A felony violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act.

SIGNATURE

DATE