

Staff File Requirements

SonShine Preschool License # is: 1623125

Name: _____

Date of Hire: _____

	Item	Completed	Expires
Prior to Working with Children	Application (including date of employment, name, address, phone, birth date, emergency contact, education, and work experience). Click Here		N/A
	Signed Perjury Affidavit (last page of application)		N/A
	Documentation of <u>qualifications</u> for position held (official transcripts) Click Here for Early Childhood Teacher Certification Info (not necessary for Assistants) Click Here for Leveled Credential Link		
	Signed Child Abuse Reporting Statement Click Here		N/A
	Policies & procedures , rules & regs statement Click Here		N/A
	Pre-Service Training Click Here		N/A
	Standard Precautions Training (Renew Annually) Click Here		
	Submit fingerprints Click Here to make an appointment to have them taken at a vendor every 5 years . You'll need this info: CONCJ4913		
W-4 Click Here		N/A	
Within 10 business days	Submit T.R.A.I.L.S. child abuse background check (fill out online, print, and give to director to mail out) every 5 years Click Here		
Within 30 Business Days of employment	Child Abuse Prevention Training (annually) Click Here		
	FEMA training (one-time) Click Here		N/A
	Certificate for completion of First Aid and CPR (or Intro to First Aid & CPR Module) (update before expiration) Click Here for Official Training (Take Online & Then make appointment for hands-on test) Click Here for Intro Module		
	Be familiar with licensing rules Click Here		N/A
	Immunization Course (annually) (if responsible for recording/maintaining immunization records) Click Here		
	Health Clearance from Health Professional Click Here (verifying up-to-date immunizations) updated as written by the professional		
	Medication Administration Training (anyone administering/ 1 per 30) Click Here to search for available courses (you can take the whole 4-hour course in person, or take the 3-hour Part One online, print certificate to bring and get signed, and make an appointment for the Part 2 (hands-on one hour) in person. Click Here for Part 2 appointments		
Within 12 Months (& Annually)	15 clock hours of training is required each year for all staff. The director of SonShine Preschool will organize and notify staff members of training opportunities to ensure that each staff member receives 15 clock hours of training. Any cost of trainings will be paid for by the center at the discretion of the director. Previously listed required trainings (except CPR/First AID Certification) count towards these 15 hours. Click Here for trainings available on the PDIS. 3 of the hours must be in the category of social emotional development. 3 hour social emotional development course (only if you've already taken the free ones on PDIS last year): Click Here	See Attached	See Attached

Training Hours Log (15 annual) Colorado Shines Website: [Click Here](#) for approved, free courses)

Training Title	Category	Hours	Date

Categories:

- Child Growth and Development ****AT LEAST 3 HOURS****
- Child Observation and Assessment
- Family and Community Partnership
- Guidance
- Health, Safety, and Nutrition
- Professional Development and Leadership
- Program Planning and Development
- Teaching Practice

