

Name: _____ Date of Hire: _____

Staff File Requirements SonShine Preschool License # is: 1623125

	Item	Completed	Expires
Prior to Working with Children	Application (including date of employment, name, address, phone, birth date, emergency contact, education, and work experience).		N/A
	Perjury Affidavit (sign on last page of application)		N/A
	Documentation of qualifications (not necessary for Assistants) for position held (official transcripts) Early Childhood Teacher Certification Info Leveled Credentials		
	Child Abuse Reporting Statement signed		N/A
	Policies & Procedures, rules & regs statement signed		N/A
	Pre-Service Training		N/A
	"Standard Precautions, including Prevention and Control of Infectious Diseases and Immunizations" (Online Training 1.5 hours) Every year		
Within 5 Business	Make appointment online to go and have fingerprints taken for background check . You'll need the CBI account number: CONCJ4913 . Save payment receipt for reimbursement. Every 5 years		
	W-4		N/A
Within 10 business	Background check for child abuse and neglect (T.R.A.I.L.S.) Fill out on the computer (no handwritten), print, sign, and give to director to mail out. Every 5 years		
Within 30 Business Days of employment	"Recognition and Reporting of Child Abuse and Neglect" (Online Training) Every year		
	FEMA Multi-Hazard Training for Child Care (Online Training)		N/A
	Pediatric First Aid+CPR+AED (required for Lead teacher, recommended for aides) Blended learning is online, then schedule the hands-on completion test Every 3 years		
	"Introduction to First Aid and CPR" required for aides if not taking the full CPR class above (Online Training) Every 2 years		
	Be familiar with licensing rules		N/A
	"Child Care and Preschool Immunization Course" (if responsible for recording/maintaining immunization records) (Online Training) Every year		
	Health Clearance from Health Professional (verifying up-to-date immunizations) updated as written by the professional		
	"Part I: Medication Administration" (required for Lead teacher) Blended learning is online, then take Part II: Face-To-Face Training (Save receipts for reimbursement) Every 3 years		
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. Free trainings are 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)	See Training Log	See Training Log

