

## Child Care Center Personnel Information Record

This form simplifies maintenance of personnel records by centralizing information required by Child Care Licensing 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 26 Texas Administrative Code (TAC) §746.901. Supporting forms may be found at: [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).

### Section 1 – Employee Information

Name:	Area Code and Phone No.:	Date of Birth:
Address (Street or P.O. Box, City, State and ZIP Code):		
Date of FBI Fingerprint Check Completed:	TB Test Date:	Date of Employment:
Name of High School or Home School:	Graduated? <input type="radio"/> Yes <input type="radio"/> No	Graduation or GED Date:
Child Care Career Program (for high school students) and Instructor:	First Aid Training Expiration Date:	CPR Training Expiration Date:

### Section 2 – Pre-Service Training (for Caregivers)

Select all that apply:

- I have previous child care experience or training. **(Does not require 24 hours of pre-service.)** or
- I do not have previous child care experience or training. Before being counted in the child caregiver ratio, I received eight hours of pre-service training in the following areas:
  - Developmental stages of children
  - Positive guidance and discipline of children
  - Supervision and safety practices in the care of children
  - Age-appropriate activities for children
  - Fostering children's self-esteem
  - 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**

### Section 3 – Employee and Volunteer Orientation

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 maltreatment;
- 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 26 TAC Section 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**

\_\_\_\_\_  
**Trainer Signature**

\_\_\_\_\_  
**Date**

### Section 4 – Attached Documents

- Copy of photo identification
  - Copy of current driver's license for persons transporting children in care     N/A, if not transporting children
- Form 2985, Affidavit for Applicants for Employment with a Licensed Operation or Registered Child-Care Home
- Form 7250, Staff Training Record
- Educational Documentation

### Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.