

## 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: - -		DATE CHC SENT TO DFPS: - -	
DATE OF BIRTH: - -		DATE OF EMPLOYMENT: - -		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 applicable.):			INSTRUCTOR:		
WORK SCHEDULE:		ATTENDANCE MAINTAINED		PREVIOUS EXP/TRAINING	WHERE AND HOW LONG
HOURS:                      DAYS:		<input type="checkbox"/> Sign in log <input type="checkbox"/> Time sheet			
CPR		First Aid Training			
Exp.Date: - -		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 PRE-SERVICE), **OR**
- Staff without 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:
 

<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"/> Supervision and Safety practices in the care of children.	<input type="checkbox"/> Positive interaction with 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 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 sudden infant death syndrome; and
  - Understanding early childhood brain development.

Employee Signature	Date
Trainer Signature	Date

### 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.

Employee Signature	Date
Trainer Signature	Date