

Day Care Centre Records Staff and Substitute File

Name of Staff: _____ Employment Start Date: _____

Please ensure that the following items are present in each staff member's file. Forms should be signed and dated where relevant by the staff member.

✓	Items	Due Date	Date Received
<input type="checkbox"/>	Personnel Application Form	Within the first 2 weeks	
<input type="checkbox"/>	Qualification Letter	Within 3 months of employment	
<input type="checkbox"/>	Vetting Letter (DCFS, Police/Magistrates, Photo ID, References, Medical)	Within 3 months of employment	
<input type="checkbox"/>	Signed: Centre Operational policies e.g. hours, and general policies which may include transportation, discipline, and sick as listed below	Within the first 2 weeks	
<input type="checkbox"/>	Signed: Centre Transportation Policy	Within the first 2 weeks	
<input type="checkbox"/>	Signed: Discipline Policy	Within the first 2 weeks	
<input type="checkbox"/>	Signed: Sick Child Policy	Within the first 2 weeks	
<input type="checkbox"/>	Job Description	Within 3 months of employment	
<input type="checkbox"/>	Employment Contract	Within 3 months of employment	
<input type="checkbox"/>	CPR/First Aid Certificate (Issued within the last 2 years)	Within 3 months of employment	
<input type="checkbox"/>	SCARS Certificate (Issued within the last 3 years)	Within 3 months of employment	
<input type="checkbox"/>	Continuing Professional Development Hours Form	Ongoing	
<input type="checkbox"/>	Professional Development Certificates	Ongoing	

Please note that under the provisions of Regulations 9, & 10, all Day Care Centres are required to maintain personnel records outlining the requisite qualifications, medical clearance forms, references, police or magistrates vetting forms, and DCFS clearance forms, and shall be made available at the request of an Inspector. In addition, as per Regulations X and X the Director of Health may request any additional information deemed necessary, and may also make request that the documents be made available for review or submission.