



CHILD CARE PERSONNEL REQUIREMENTS

All owners, directors, child care staff, substitutes, maintenance staff, support staff and volunteers are child care personnel.

- 1. **OWNER** - The applicant who holds the license to operate children's center. If the applicant is a corporation or partnership and any of the officers are regularly on the premises, or if the applicant is an individual owner the following documentation is required in the children's center personnel file:

- 5 year employment history check
- Affidavit of Good Moral Character. See (1) below
- Central Abuse Hotline Records Search
- Background Screening. See (1) below.
- Five Year Screening. See (1) below.
- Annual Acknowledgment Form

Corporate members active in the day to day operation of the children's center and all LLC members need the above.

- 2. **DIRECTOR** - The owner, operator, center manager, or site supervisor who is responsible for the operation of a children's center must meet all requirements of child care staff and have a Director Credential certificate and Central Abuse Hotline Records Search. See (1) below.
- 3. **CHILD CARE STAFF** - A person who participates daily in direct care, teaching or training of children cared for in a children's center. This may also be a volunteer who may be alone with a child or children and/or used in the adult-child ratio. (See 2 and 3 below)

The following documentation is required in the children's center personnel file:

- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- 5 year Employment History Check
- Clearinghouse Screening DCF Child Care Eligible
- Five Year rescreen documentation
- Education documentation
- Fire Extinguisher training
- Medication administration training (if applicable)
- Safety Precaution Training
- 40-Hour; 10-Hour Training documentation (DCF Training Transcript)
- 5 Clock-Hours or .5 CEU Early Literacy training
- Credentialing Requirement if staff member meets this requirement
- Approved infant training certificate if staff member cares for infants
- First Aid Certificate if staff member meets this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if staff member meets this requirement
- See (2) below

- 4. **SUBSTITUTE** - An employee of a children's center who is working in the absence of regular child care personnel. In the absence of regular staff members, there must be similarly qualified substitutes except in actual emergencies of a temporary non-recurring nature.

The following documentation is required in the children's center personnel file:

- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- 5 year Employment History Check
- Clearinghouse Screening DCF Child Care Eligible.
- Five Year rescreen documentation
- Education documentation
- Fire Extinguisher Training
- Medication administration training (if applicable)
- Safety Precaution Training
- 40-Hour; 10-Hour Training documentation for substitutes who work regularly (DCF Training Transcript)
- 5 Clock-Hours or .5 CEU Early Literacy training
- Approved infant training certificate for substitutes who work regularly if person cares for infants
- First Aid Certificate if person is meeting this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- See (2) -below

- 5. **MAINTENANCE/SUPPORT PERSONNEL** - A person, including a cook, driver, maintenance person, and secretary. A child enrichment service provider such as a computer, music, gymnastics, dance, or swim instructor who is employed by a children's center during the time children are in care must only complete background screening requirements. (Application, 5-year Employment History Check, Attestation of Good Moral Character, Annual Acknowledgement Form, Clearinghouse Clearance)

The following documentation is required in the children's center personnel file for Maintenance/Support Personnel: See (2) and (3) below

- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- 5 year Employment History Check
- Clearinghouse Screening DCF Child Care Eligible
- Fire Extinguisher Training
- Five Year rescreen documentation
- Credentialing requirement if person meets this requirement
- Infant and Child CPR if person is meeting this requirement
- First Aid Certificate if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- Safety Precaution Training

- 6. **VOLUNTEER** - A person who provides services at a children's center with no promise of compensation. A volunteer **not** under direct and constant supervision, and/or is alone with children, and/or used in adult/child ratio, must meet all the requirements of child care staff. **For a volunteer who works less than 10-hours a month**, who is under direct and constant supervision, a Volunteer Affidavit is only required in the children's center personnel file.

For a volunteer who works 10 hours or more a month, who is under direct and constant supervision, the following is required in the children's centers personnel file:

- Employment Application
- Annual Acknowledgment Form
- Affidavit of Good Moral Character
- 5 year Employment History Check
- Clearinghouse Screening DCF Child Care Eligible
- Five Year rescreen documentation
- Safety Precaution Training
- Fire Extinguisher Training
- 40 Hour/10-Hour Training documentation if directly working with children
- 5 Clock-Hours or .5 CEU Early Literacy training (DCF Training Transcript)
- Credentialing Requirement if person is meeting this requirement
- Approved infant training certificate if working with infants
- First Aid Certificate if person is meeting this requirement
- Infant and Child CPR if person is meeting this requirement
- Driver's license and driver's physical exam if person meets this requirement
- See (2) below

- 7. **EMERGENCY PERSON** - In children's centers where only one child care staff member is required, at least one other person must be on the premises for emergency purposes. No records are needed but the person's name and time this service is provided must be included on the Staff Roster.

- (1) Directors/owners must submit a 5 year employment history check, Annual Acknowledgement Form, Clearinghouse Clearance, DCF Training Transcript and an Affidavit of Good Moral Character to the License Board. The License Board will submit the Central Abuse Hotline Records Search.
- (2) Safe Sleep Training if center has children under 1 on their license.
- (3) Transportation Training is required for all staff who are involved in transporting children (driver, staff who ride the van/bus, visual second sweeper)