

**Center Staff File Checklist - Staff hired after July 1, 2017**



**Lead Staff Qualifications  
K.A.R. 28-4-429**

*Read the entire regulation.*

Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Start Date: \_\_\_\_\_

Role: \_\_\_\_\_ Scheduled Hours: \_\_\_\_\_

How Staff is Qualified: [Documentation in file] \_\_\_\_\_

**Units Licensed for Less Than 13**

- (b)(1) Six months experience/same age \_\_\_\_\_
- (b)(2)(A) Observations \_\_\_\_\_ and (B) 10 clock hours \_\_\_\_\_
- (b)(3)(A) 3 Credit Hours \_\_\_\_\_ and (B) 3 months exp/same age \_\_\_\_\_
- (b)(4) CDA \_\_\_\_\_

**Units Licensed 13 - 24**

- (c) (1)(A) Observations \_\_\_\_\_ and (B) one year exp. \_\_\_\_\_
- (c)(2)(A) 7-9 Credit Hours \_\_\_\_\_ and (B) 3 months exp. \_\_\_\_\_
- (c)(3) CDA \_\_\_\_\_

**Date Paperwork Complete and Filed**

- \_\_\_\_\_ KBI/DCF - *Within one week of hire date.*
- \_\_\_\_\_ Health Assessment *Within 30 days of hire date.*
- \_\_\_\_\_ TB test negative - *Within 30 days of hire date.*
- \_\_\_\_\_ Work reference
- \_\_\_\_\_ Documented experience/education
- \_\_\_\_\_ Orientation – K.A.R. 28-4-428a (a)(3)(A-F) *all components included – Within seven days of hire/before being left alone with children.*
- \_\_\_\_\_ Symptoms of Illness - K.A.R. 28-4-430 (c)(3) *BEFORE going into the classroom/counted in ratio/being left alone with children.*

**Units Licensed 25-100**

- (d) (1)(A) 12 Credit Hours \_\_\_\_\_ and (B) six months' experience \_\_\_\_\_
- (d)(2) CDA \_\_\_\_\_ and (B) 1 year experience \_\_\_\_\_
- (d)(3)(A) AA degree \_\_\_\_\_ and (B) 1 year experience \_\_\_\_\_
- (d)(4)(A) BA/BS degree in ECE \_\_\_\_\_ and (B) 3 months experience \_\_\_\_\_
- (d)(5)(A) BA/BS degree & 12 hours \_\_\_\_\_ and (B) 6 months experience \_\_\_\_\_

**Health and Safety Training** (approved by KDHE) K.A.R. 28-4-428a (b)-(d) – *To be completed within 30 days of hire date.*

- \_\_\_\_\_ Recognizing the signs of child abuse or neglect, including prevention of shaken baby syndrome and abusive head trauma, and the reporting of suspected child abuse or neglect;
- \_\_\_\_\_ Basic child development, including supervision of children
- \_\_\_\_\_ Safe sleep practices and sudden infant death syndrome;
- \_\_\_\_\_ Prevention and control of infectious diseases, including immunizations
- \_\_\_\_\_ Prevention of and response to emergencies due to food and allergic reactions
- \_\_\_\_\_ Building and premises safety, including identification of and protection from hazards that could cause bodily injury, including electrical hazards, bodies of water, and vehicular traffic;
- \_\_\_\_\_ Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, including violence at a facility;
- \_\_\_\_\_ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants, including blood and other bodily fluids or waste;
- \_\_\_\_\_ Precautions when transporting children, if transportation is provided.
- \_\_\_\_\_ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR) certifications – current
- \_\_\_\_\_ Medication administration training (approved by the KDHE Secretary)