



### Staff File Checklist-Child Care Homes

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

Role: \_\_\_\_\_ Start Date: \_\_\_\_\_

- Orientation date: \_\_\_\_\_
- Health & Safety Training:
  - Recognizing the signs of child abuse or neglect,
  - knowledge on the prevention of child maltreatment & shaken baby syndrome
  - the reporting of suspected child abuse or neglect
  - basic child development, including supervision of children & approaches to learning
  - safe sleep practices and sudden infant death syndrome
  - recognizing when a child is ill and prevention/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 bio-contaminants, including blood and other bodily fluids or waste;
  - precautions when transporting children, if transportation is provided; and
  - medication administration training
- Renewal Inservice (professional development hours required for next license year)
- KBI/DCF (accepting DCF spots, working as a DCF provider)
- Health Assessment
- Negative TB test results
- Pediatric First Aid; Expiration date: \_\_\_\_\_
- Pediatric CPR; Expiration date: \_\_\_\_\_
- Discipline policy
- Supervision plan
- Driver’s license
- Car insurance (declarations page)
- Mechanical Safety Check
- Check first aid kit (single-use gloves; adhesive bandages of assorted sizes; adhesive tape; a roll of sterile gauze; sharp scissors; sterile gauze squares at least four inches by four inches in size; a cleansing agent or liquid soap; an elastic bandage; tweezers; and a bottle of water)
- Pet vaccinations
- Well child info
- Crib/playpen manufacturer info

To view Family Child Care Homes regulation book visit <https://www.kdhe.ks.gov/280/Child-Care-Licensing> and select the “Regulations & Policy Exceptions” tab on the left side of the page

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