

CHILD RECORD CHECKLIST – CHILD CARE CENTERS
CONFIDENTIAL – DO NOT POST

Use of form: Use of this form is voluntary. However, use as a review document by child care centers will help ensure compliance with DCF 250.04(6)(a) and DCF 251.04(6)(a). Licensing Specialists may also use this form during monitoring visits to document compliance with these rules. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: A check mark indicates the required information is in the child's file. First day of attendance, birthdate, and physical exam date must be entered. If additional space is needed, attach a separate sheet. Family Child Care Centers must use the department-provided forms *Child Care Enrollment* and *Intake for Child Under 2 Years*.

Name – Child Care Center <i>Kindercare 61st</i>				Address – (Street, City, Zip Code)										Facility ID Number <i>220089/024</i>			
Enrollment Information								Parental Authorizations					Health		Under 2/ Intake		
Name – Child	Birthdate (mm/dd/yyyy)	Date – First day of attendance (mm/dd/yyyy)	Parent / guardian contact information	Child home address and telephone	Persons authorized to call for / receive child	Emergency contact information	Physician / medical facility	Emergency medical care / treatment	Field trip / other off-site activity participation / transportation	Acknowledgement of the presence of pets or animals	Center-provided transportation to and from the center	Alternate arrival / release agreement	Health history information per DCF 250.04(6)(a)1m. or DCF 251.04(6)(a)6.	Immunization history	Date – Child Health Report	Initial (Family Child Care Centers must use department form)	3-month updates (Group Child Care Centers only)
<i>Mitchell, Luma</i> ^{2y}	<i>7-6-22</i>	<i>12-5-22</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>2/3/23</i>	<i>✓</i>	<i>✓</i>
<i>Zsence Barksdale</i> ^{2y}	<i>7-9-22</i>	<i>8-22-22</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>1/13/23</i>	<i>✓</i>	<i>✓</i>
<i>Jayceon Rivera</i> ^{2y}	<i>11/18/20</i>	<i>8/2/21</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>3/28/23</i>	<i>✓</i>	<i>✓</i>
<i>Amir Mitchell</i> ^{2y}	<i>7/1/20</i>	<i>10/4/21</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>1/5/23</i>	<i>✓</i>	<i>✓</i>
<i>Xavier Tarrats</i> ^{5y}	<i>2/6/16</i>	<i>7/26/21</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>
<i>Kendall, Cayden</i> ^{5y}	<i>2/27/15</i>	<i>10/01/22</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>
SIGNATURE – Person Completing Form															Date Signed		

STAFF RECORD CHECKLIST – GROUP CHILD CARE CENTERS
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Use of form: Use of this form is voluntary. It is intended for use as a review document for all staff records by child care centers and licensing specialists. Completion of this form by licensees will help ensure compliance with DCF 251.05(2)(a). Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: A separate file is required for each employee. Fill in the name, position title, and employment date. Then use the codes provided in the code key below to identify the status of the remainder of the information required to be in each staff file.

Child Care Center Name <i>Kindercare 61st</i>	Facility ID Number <i>22089/024</i>
Address (Street, City, Zip Code)	File Review Date

Code Key:

- X = met
- O = not met
- ND = not yet due
- NA = not applicable

Staff Person Name and Position Title	Start Date (mm/dd/yyyy)	Staff Record form information 251.05(2)(a)1.	Preliminary Eligibility / Determination from CBU	Final Eligibility / Determination from CBU 251.05(2)(a)2.	Staff Health Report – Child Care Provider 251.05(2)(a)3.	Orientation 251.05(4)(a)	Registry certificate 251.05(2)(a)4.	Education qualifications 251.05(2)(a)4 d.	High school diploma or equivalent 251.05(2)(a)5.	Continuing education 251.05(2)(a)7.	SBS / AHT training 251.05(3)(b)	Current infant / child CPR certificate 251.05(3)(c)	Additional Director training Table 251.05A, Table 251.05B	Biennial CAN training 251.04(8)(b)	10-hour Administrator training 251.05(3)(d)5	10-hour infant and toddler training 251.09(1)(e)	10-hour school age assistant training 251.09(5)(4)(b)3.	Annual driver training 251.08(4)(b)	Annual Driving Record 251.08(4)(c)
A. <i>Melissa Braeger</i>	<i>8/27/09</i>	✓	✓	✓	✓	✓	<i>42</i>	✓	✓	–	✓	<i>10/24</i>	–	<i>12/19/22</i>	–	✓	✓	–	–
B. <i>Amber Sawyer</i>	<i>9/20/22</i>	✓	✓	✓	✓	✓	<i>62</i>	✓	✓	–	✓	<i>10/24</i>	–	<i>12/4/22</i>	–	–	✓	–	–
C. <i>Michelle Jackson</i>	<i>6/9/15</i>	✓	✓	✓	✓	✓	<i>69</i>	✓	✓	–	✓	<i>12/23</i>	–	<i>12/24/22</i>	–	✓	✓	✓	✓
D. <i>(teacher + driver)</i>																		<i>exp 3/24</i>	
E.																			
F.																			
G.																			
H.																			
I.																			
J.																			

Information related to entry-level qualifications can be found on the DCF Internet Child Care Regulation Information for Providers page under Training
<https://dcf.wisconsin.gov/ccregulation/providers>.