DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

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

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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 250.05(2). 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 provider, employee, or substitute. A check mark or date indicates that the required information is in the staff file. Name, employment date, and position title should be filled in. **Do not post this form in the center.**

Name – Child Care Center: Z+T's Loving hands LLC child care

Facility ID Number: 2008960

Address (Street, City, Zip Code): 8537 W. Lawrence, Milwaukee, WI

File Review Date: 7/2/2026

Shanina D. reports Sarah H. not full yet hired yet at this time (TS)

Provider / Staff Name and Position Title	Start Date (mm/dd/yyyy)	Staff Record – Child Care Centers 250.05(2)(a)	Preliminary Eligibility / Determination from CBU	Final Eligibility / Determination from CBU	Staff Health Report-Physical Ability 250.05(2)(d)1.b.	Staff Health Report-Free from Illness 250.05(2)(d)1.a.	Staff Orientation Checklist 250.05(4)(a)	AHT prevention training 250.05(3)(g)	Registry Certificate 250.05(2)(e)	Entry-level training 250.05(3)(b)	Current infant / child CPR certificate 250.05(3)(e)	Biennial CAN training 250.05(3)(fm)	Continuing education 250.05(4)(c)1.	10 hour I/T training 250.05(3)(f).	Documentation of actual hours worked 250.05(2)(c).	Driving record, if transporting children 250.08(4)(c)	Annual driver training 250.08(4)(b)
A. Shanina Daniels (Owner)	2/3/2026	X	X	X	X	X	NA	X	X	X	O	X	Not due	X	Sig in	NA	
B. Victoria Daniels (Lead)	6/23/2026	X	X	X	O	O	X	X	X	X	Not due	exp	Not due	X	Sig	NA	
C. Sarah Hawkins (Asst)	5/4/~~2026~~	O	X	X	O	O	O	O		O	Not due	O	Not due	Not due	Sig	NA	
D.																	
E.																	
F.																	
G.																	

The department-approved courses *Introduction to the Child Care Profession* and *Fundamentals of Family Child Care* are the noncredit courses that meet the entry-level training requirement. *Introduction to the Child Care Profession* and *Fundamentals of Infant and Toddler Care* taken after 09/02/2001 contain the SIDS risk reduction

Tammy Saffold

Shanina Daniels Reports that she is not Fully completed her trainings