

# STAFF RECORDS CHECKLIST

*Staff shall not be left alone to supervise a child or group of children until orientation is complete and CARI and CHRI background check results are received.*

**CENTER NAME:**

**LICENSE ID:**

STAFF NAME, POSITION	Signed Application <sup>1</sup>	Criminal Disclosure Statement	Signature for Receipt of:				CARI <sup>2</sup> Date Submitted	CARI <sup>2</sup> Date Cleared	CHRI <sup>3</sup> Appointment Date	CHRI <sup>3</sup> Date Clearance on File	Record of Mantoux Results	Record of Medical Exam	New Hire or Annual Orientation Training Date Completed	Understanding Licensing Date (if applicable)	INITIAL & DATE <sup>4</sup>
			Discipline Policy	Information to Parents	Release Policy	Use of Technology and Social Media Policy									

<sup>1</sup>Signed application shall include staff name, address, phone, education & experience, and two references.  
<sup>2</sup>Child Abuse Record Information (CARI) checks are required for all regularly scheduled staff age 14 years and older and must be completed within two weeks after each staff member's start date and every 3 years at renewal.  
<sup>3</sup>Criminal History Record Information (CHRI) checks are required for staff 18 years of age and older and must be completed within two weeks after each staff member's start date.  
<sup>4</sup>Complete each box as documentation is received. Initial and date attesting that records are completed for each staff and maintain on file at the center.