

School-age Center Staff Records 414-310-0230

A school-age center must maintain current personnel records for each staff, in paper or electronic format, which include:

- Name, address and telephone number; and
- Job title and duties; and
- Dates of first (and last day) on the job; and
- Emergency contact information; and
- Completed employment application or resume; and
- Driving record, driver's license number and expiration date if the person is to transport children; **or**
 - N/A This employee will not be transporting children; and
- Verified Qualifications:** Evidence of education and qualifying work experience showing that the person meets the qualifications for the position, program may use these resources available from OCC:
 - Program Coordinator Qualifications (PR-0600);
 - Program Leader Qualifications (PR-0601); and
 - Assistant Program Leader Qualifications (PR-0597)
- The CBR confirmation letter sent from OCC addressed to the school-age center.
 - If a school-age center does not yet have a CBR confirmation letter for staff, the center must have written documentation that the school-age center has verified with OCC that the staff is linked to the center. Documentation must include the date, time, and name of the OCC staff member the school-age center spoke with; and
- Orientation:** Evidence of participation in an orientation, including a statement signed and dated by the employee showing they have access to the center's policies and the rules for the Certification of School-Age Child Care Centers; and
- Initial Training Requirements;**
- Ongoing training records

Staff Files That Must Be Available On site, for every staff member working at that location

Program Records 310-0240(1)(c): If the staff person works at a different site than where the program's official personnel records are kept, **there must be a paper or electronic file on-site that includes the following information, for EVERY employee that works at that location:**

- Staff qualifications for the position they hold;
- Verification that the staff is currently enrolled in the CBR; and
- Documentation that the staff has completed:
 - An Orientation to the child care facility's policies & procedures, and
 - First Aid and CPR training, and
 - Food Handler certifications, as appropriate.