

CHILD CARE CENTER/GROUP CHILD CARE HOME CHECKLIST FOR STAFF RECORDS

**This document is being supplied as a sample. Your program may develop your own checklist or tailor this checklist to meet your specific needs. The records included on this sample checklist are most that are required by regulation. It is the program's responsibility to be aware of additional records that may apply to them. Separate checklists for miscellaneous records and child records are also available at www.ct.gov/oec **

Employee Name	Date of Hire	Health Record Expiration Date	New Employee Orientation	Annual Training on Policies, Plans & Procedures	Professional Development	Health & Safety Training	First Aid Training Exp. Date	CPR Training Exp. Date	Admin. of Med. Training Expiration dates					Comprehensive Background Check
Frequency (if applicable)		Every three years	Upon hire	Annual	1% of hours worked annually (to include Health & Safety training (C4K) topics specified in Regs, orientaion/annual review of policies & procedures)	Required for all staff by 4/1/25 and then w/in 3 months of hire for new staff after 4/1/25	Every 2 years	Every 2 years	<u>General requirements</u>	<u>Oral, Topical, Inhalant</u> Every 3 years	<u>Rectal</u> Every 3 years	<u>Injectible - premeasured/ prepared</u> Annual (Epi & Glucagon e.i.)	<u>Injectible - other</u> Every 3 years	Every 5 years