

RPU-RECORD REVIEWS - STAFF

Personnel Records. Personnel records shall be maintained for each staff member and shall include but not be limited to:	FILE 1	FILE 2
NAME		
DATE OF HIRE		
APPLICATION	Y / N	Y / N
EDUCATION AND EXPERIENCE:		
Resume 13 CSR 35-71.045 (1)(F)		
Official college transcript OR a copy of the diploma 13 CSR 35-71.045 (1)(F)		
Copy of the professional license, if required 13 CSR 35.71.045(3)(A)1		
CHARACTER REFERENCES 13 CSR 35-71.045 (1)(G, I)) Three (3) persons unrelated to the staff member		
#1		
#2		
#3		
EMPLOYER REFERENCES 13 CSR 35-71.045 (1)(H,I) for the past five (5) years and a history of any previous employment in child care settings		
#1		
#2		
#3		
#4		
#5		
JOB DESCRIPTION 13 CSR 35-71.045(4)		
Signed CONFIDENTIALITY STATEMENT 13 CSR 35-71.070 (1) (C)		
Signed CHILD ABUSE/NEGLECT REPORTING POLICY 13 CSR 35- 71.070(1)(A)1		
Signed DISCIPLINE STATEMENT 13 CSR 35-71.070 (1) (D)		
RECEIPT OF PERSONNEL MANUAL 13 CSR 35-71.045(3)14		
RECEIPT OF PROGRAM MANUAL 13 CSR 35-71.045 (3) 14		
DRIVER RECORD VERIFICATION 13 CSR 35-71.045(1) (J)		
PHYSICAL EXAMINATION 13 CSR 35-71.045(2)		
subsequent physical examinations 13 CSR 35.71.045 (2)		
subsequent physical examinations 13 CSR 35.71.045 (2)		
Staff Orientation 13 CSR 35-71.045(5)		
Staff Training. 13 CSR 35-71.045(6)		
CPR 13 CSR 35-71.045 (6) (A) 2		
Pediatric CPR 13 CSR 35-71.045 (6) (A) 2		
First Aid 13 CSR 35-71.045 (6) (A) 2		
Medical Aid Certification 13 CSR 35-71.075 ((5) (A) & (6) (C)		
FCSR CA/N/Fingerprint background checks 13 CSR 35-71.045(1) (C, D,E)		
subsequent check 13 CSR 35-71.045.(1) (C)		
subsequent check 13 CSR 35-71.045.(1) (C)		
Other State CA/N Record Check (if applicable) 13 CSR 35-71.045 (1) (D)		
PERFORMANCE EVALUATION - initial six (6) months 13 CSR 35-.045(3)9		
13 CSR 35-71.045(3)9 subsequent annual evaluation;		
13 CSR 35-71.045(3)9 subsequent annual evaluation;		
ADDITIONAL COMMENTS:		

