



Human Resources Provider Check List

(Place in sheet protector in file)

Provider

Name: _____ Title: _____

Is Provider counted in Child/Staff Ratios? Yes _____ No _____

What services are provided: _____

Complete the following items on all Providers who come into your Center on a regular or frequent basis. A Provider is anyone who provides services to children who is not an employee or a volunteer. List the date that each item was completed or NA for items that do not apply.

- Affidavit: _____ (complete once)
- Child Care Center Personnel Record (Form 2947p): _____ (complete once, if counted in ratios: Orientation Section must be completed on everyone)
- Criminal Background Check: _____ (complete every two years: Initial background check must be completed prior to the provider working in your center)
- FBI Fingerprints: _____ (complete once with first background check)
- Copy of License or Certification: _____ (one copy for file, replaced as needed)
- First Aid Certification: _____ (complete upon expiration, if counted in ratios or left alone with children)
- CPR Certification: _____ (complete upon expiration, not needed for provider)
- Pre-Service Training or Wavier: _____ (complete once, if counted in ratios)
- TB Test Results: _____ (screen every year, copy of TB test result if test has been completed)
- Center Operating Manual: _____ (current copy)
- Training Log/Records: _____ (on-going, if counted in ratios)
- Date of Termination of Services: _____

CSNT Head Start Vision Statement

“To provide a system of education and encouragement which results in school readiness for young children and their families.”

11/5/2018