Daycare Employee File Checklist

Employee Name: _____

Employee ID: _____

Position: _____

Date of Hire: _____

Personal & Professional Details

Document	Required	Received	Notes
Government ID	Yes	❑	
Proof of Address	Yes	❑	
Social Security Number	Yes	❑	

Background & Health

Document	Required	Received	Notes
Background Check Clearance	Yes	❑	
Medical Fitness Certificate	Yes	❑	
CPR/First Aid Certification	Yes	❑	

Childcare-Specific

Document	Required	Received	Notes
Childcare Training Certification	Yes	❑	

Safety and Emergency Procedures	Yes	❏	
State Licensing Requirements Met	Yes	❏	