### **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 | ❑ |  |