



# FCCPSA

## Florida Coalition of Christian Private Schools Accreditation

### Child Care Facilities STAFF File Checklist:

\_\_\_\_\_ Employee/Volunteer Name

Items in **Bold** are required before employment may begin:

Underlined items are required with varying application/renewal dates:

Subject:	Date:	Date:	Date:
<b>Employment Date:</b> Application must be on file, including proof of identity (Driver's License, Passport, etc.), work eligibility.  Use form <b>CF-FSP 5131</b> for five-year employment history verification.			
<b>AHCA "Clearinghouse" Background Screening with Photo ID on form:</b> FBI, FDLE and Local Law Enforcement Rescreening required every <b>Five</b> years.			
<b>Child Abuse/Neglect Reporting Requirements:</b> <b>CF-FSP Form 5337</b> must be signed <b>annually</b> using the most up to date form.			
<b>Attestation of Good Moral Character:</b> <b>CF Form 1649A</b> must be signed using the most up to date form.			
<u><b>First Aid/CPR Pediatric Training</b></u> Certificate expires on: Required within 60 days of employment.			
<u><b>45 Hour DCF Introductory Child Care Training:</b></u> Beginning Date: Must begin within 90 days of employment and completed within one year.			
<u><b>10 Hour In-Service Child Care Training</b></u> <u><b>Annually</b></u> to include: <u>Identifying and Reporting of Child Abuse.</u>			
<u><b>Early Literacy Training:</b></u> 5 clock-hours/.5 CEU within first 12 months.			
<u><b>Fire Drill and Use of Fire Extinguisher Training:</b></u> Required within the <b>first 30 days of employment.</b>			
<b>Driver's License:</b> Optional except for Transportation Drivers.			