

GROUP STAFF FILE CHECKLIST

REFER TO JUNE 2005 REGULATION BOOKLET 114-513 H & K & 114-515-G
Information must be kept on file at the facility

- ___ **Verification of experience:** A written statement on each child care employee. The facility's name, address and permit number and employee's dates of employment is required.
- ___ Copy of all staff member's valid High School Diploma, GED, Degree, Certificate of Completion or Undergraduate Degree. (Consult your Regional Office if a Certificate of Completion is presented).
- ___ Copy of current **Infant/Child CPR and First Aid Card**, if applicable.
- ___ **Medical Statement (DSS Form 2901)** completed and signed by operator, staff and household members and updated as needed.
- ___ **Consent to Release Information (DSS Form 2924)** – All staff and household members, 18 years old and older must have a sex offender registry, a child abuse and neglect registry, and database checks in each state where the person has lived in the previous 5 years. This is required prior to employment and at each renewal. An employee **MAY NOT** work without these results on file.
- ___ **Health Assessment (DSS Form 2926)** to be completed within 3 months prior to employment or **within 30 days of hire** and every four years thereafter – signed by physician or health source person.
- ___ **TB test is required prior to employment and must be on (DHEC Form 1420).** TB test must be repeated if staff has a positive test, has been exposed or a break in service for 6 months or longer.
- ___ **State and Federal background check results** – An employee **MAY NOT** work without state AND federal fingerprint results on file. All household members, 15 years or older including foster children, must also have fingerprint results. The fingerprint checks must be repeated every 5 years or if there is a break in service for more than 6 months.
- ___ **Criminal Background Check Questionnaire (DSS Form 1706)** – This comprehensive criminal background form must be completed by all employees and submitted to the DSS Office of Inspector General at least 2 days **AFTER** being fingerprinted.
- ___ **Non-Criminal Justice Applicant Privacy Rights Notification (DSS Form 1081) and Privacy Act Statement (DSS Form 1083)** must be signed by staff person when obtaining their criminal background checks. These forms must be maintained in your file and a copy sent to the Regional Office.
- ___ **A facility agreement** must be signed and dated by parents and staff, that acknowledges their acceptance and understanding of **ALL** center policies DSS Regulations 114-513 F (4) including those that refer to or apply to DSS licensing regulations including the discipline policies 114-516 B (1) thru (8) which shall be **CLEARLY DEFINED** and states whether or not corporal punishment will be used according to DSS Regulations 114-516 B (2).
- ___ **Training record (Renewals ONLY)** – 10 clock hours per year for staff and 15 clock hours per year for Director(s) – Training for two years prior to renewal visit will be checked and training must be on an Official Transcript from the SC Endeavors. To request copies **PRIOR TO VISIT** phone toll free 1-866-845-1555 or visit their website at www.scendeavors.org. All staff members are required to complete annual training in blood borne pathogens which includes an exposure control plan.
- ___ Directors need to maintain copies of the three letters of references in their file.
- ___ **Director/Staff Evidence of Non-Conviction and Statement of Compliance (DSS Form 2925)** - must be completed for **provisional** hire and notarized. This form shall only be completed once and maintained on file at the facility. A provisional employee must be directly supervised by, and in the presence of a non-provisionally caregiver at all times when providing direct care to children.

Employee's Name _____

Date of Hire _____

GCCH CHILD FILE CHECKLIST

The facility shall keep a separate record for each child. 114-513 G. (1)

REFER TO JUNE 2005 REGULATION BOOKLET 114-513 G. (1) through (8)

- Current Immunization Record – (must be on SC DHEC form)**
- DSS Form 2900 - General Record and Statement of Child's Health signed and dated by parents and director and updated as needed**
- General Record /Enrollment Form to include ALL of the following:**
 - Child's full legal name, nickname, birth date, date of enrollment, current home address and home telephone number**
 - Full name of parents/guardians, work and home telephone numbers, or reachable telephone numbers when the child is in the center**
 - Name, address and telephone number of TWO emergency persons who can assume responsibility for the child and are authorized to arrange medical care if necessary**
 - Name, address, and telephone number of doctor, dentist and health insurance provider**
 - Name, address and form of identification for anyone authorized to take the child from the center also 114-513 F. (2)**
 - Written permission/authorization to obtain emergency medical treatment, to transport children - 114-515 I. (1) (f), to administer medication - 114-515 D. (1), and to participate in swimming activities**
 - A signed statement by parents, UPDATED ANNUALLY, that acknowledges their acceptance and understanding of ALL center Policies 114-513 F. (4), INCLUDING the center Discipline Policies 114-516 B. (2) which SHALL BE CLEARLY DEFINED by the center and state whether or not corporal punishment is used.**
 - Written permission for corporal punishment, if applicable
Punishment shall be clearly defined.**

THE CENTER SHALL HAVE WRITTEN POLICY TO SAFEGUARD THE CONFIDENTIALITY OF ALL RECORDS 114-513 I.

Child's Name:

Date:

GROUP CHILD CARE HOME POLICIES

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of the facility. DSS Regulation No. 114-513. F(4)

Written policies should include the following:

- Release of Children - DSS Regulation No. 114-513.F(2):** This policy must include a security system to prevent the inappropriate release of a child to an unauthorized person and should be communicated with parents.
- Administration of Medication - DSS Regulation No. 114-513F.(3)(e):** Policy must include signed and dated parental consent before administering any medication to any child. Reference DSS Regulation 114-505 D to ensure completion of policy.
- Discipline and Behavior Management - DSS Regulation No. 114-513.F(3)(f):** A **CLEARLY DEFINED** procedure must include whether or not corporal punishment will be used according to *DSS Regulation No. 114-516.B(1)*. This policy must be re-signed by parents and staff if any discipline policy changes are made. Parents and staff must sign a facility agreement acknowledging their understanding and acceptance in order to implement the discipline and behavior management policy.
- Confidentially - DSS Regulation No. 114-513 I (1):** This policy must safeguard the confidentiality of all records of children to include name, address, and other information about the child or family and information that may identify a child.
- Emergency Medical Plan - DSS Regulation No. 114-515 C – 114-515 C (3):** This plan must address conditions under which emergency medical care or treatment is warranted, steps to be followed in a medical emergency, the hospital/ medical entity to be used, the method of transportation to be used and staffing plan to include who will accompany the child with records to the emergency location and will stay with the child until parents arrive.
- Evacuation Plan/ Emergency Preparedness - DSS Regulation No. 114-515.H(2):** The facility must have an up-to-date written plan for removing children from the building in case of fire, a natural disaster, or threatening situation that may pose a health or safety hazard. The plan should include procedures for staff training in this emergency plan.
- Transportation/Field Trips - DSS Regulation No. 114-515.I:** Plans are required for routine travel and must be on file in the facility. Plans should include a checklist to account for the loading and unloading of children at every location. Written permission from parents for transporting children to and from the home, school, or other designated places including planned field trips and activities. Reference DSS Regulation No. 114-515.I to ensure completion of policy.
- Care for Mildly Ill Children – DSS Regulation No. 114-519.B:** If a facility chooses to provide care to children who are mildly ill, written policies and procedures specifying inclusion and exclusion from others is required. The plan must also include communicating with parents, recording of illness, and list type of care provided. Specific types of illnesses and symptoms which prohibit care from being provided. Staff must receive required training.
- Free and Full Access of Children – DSS Regulation No. 114-513.F(1) and 114-513.F (3) (a):** The operator shall permit the parent of a child in care free and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access.

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
CHILD CARE LICENSING**

Transportation Checklist

If you transport children, you **must** create and maintain a transportation file. For more details, refer to the Transportation section of the regulations. The following information must be included in this file:

- Verify existence of a valid driver's license for every authorized driver;
- FBI, SLED report and Central Registry Check for all drivers;
- Copies of current CPR/First Aid Cards for staff or driver when no staff is available;
- A written plan for staff to follow in emergency situations such as accidents, bad weather, a sick child, etc.;
- Written directions for every travel destination;
- A record for the driver, which lists the name, address and telephone number of the child care provider as well as names of children being transported;
- An on/off checklist with each child's name to account for the loading and unloading of children **MUST** be used;
- There shall be a First Aid Kit and emergency information for each child in the vehicle;
- Written consent from the parent/guardian is required prior to transporting children in the vehicle; and
- Vehicles must meet the requirements of federal school bus safety standards. For more information on Jacob's Law visit the website at www.jacobs-law.org.

In addition, departure and expected arrival time back to the center should be known by the person in charge at the center.

IMPORTANT NOTE: Staffing ratios must be maintained. Driver may not be counted in the ratios for infants and toddlers.