



Bureau of Child Development, Child Care Licensing

Out of School Time Program Renewal Application, Staff Record Form, Checklist C1

(Please use blue or black ink only)

Facility ID #: _____

Phone #: _____

Program Name: _____	Inspection Date: ____/____/____
Address: _____	
Date Review Completed: ____/____/____	Date of Last Announced Inspection: ____/____/____

➤ Please follow the attached instructions when completing this form. On page 2, please list all owners, employees, volunteers, and members of your governing board (if you have one). **In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place.** Your Licensing Specialist will collect this completed form as part of your Announced Inspection.

➤ On page 2, column 4, please indicate anyone who drives children in care, anyone who accompanies children on field trips, and anyone who is used to meet the requirement that at least one person at the facility at all times when children are in care must have current first aid and CPR certification.

➤ If volunteers are included in the provider to child ratio, they must meet all the caregiver requirements.

➤ Owners are anyone who has a 25% or greater share in the business, or anyone with less than a 25% share if they are in the center anytime during hours of operation. If a center's legal structure a corporation, a state or local government, or a private non-profit agency, and the organization operates other programs in addition to the child care program (for example: a ski resort, a recreation center, or a domestic violence shelter), the owners and members of the governing board include any owners and board members who perform one or more of the functions listed below.

- A. They have unsupervised access to the children in care at the center, or are present in the center during hours of operation.
- B. They make decisions regarding the day-to-day operations of the center.
- C. They hire and fire child care staff.
- D. The child care staff report to them and/or they conduct personnel evaluations of the child care staff.
- E. They are involved in writing the center's policies and procedures.

FOR LICENSING USE ONLY. PLEASE CONTINUE ON PAGE 2.		
Personnel Items		X=Compliance O=Noncompliance
D 1.	➤ (Ask) Did you include all owners, directors, members of the governing board, employees, and non-parent volunteers on the Staff Record Form? If no: list the missing individuals on Page 2. You must include these individuals on the CBS/LIS Renewal and Disclosure Form.	6-3(1) 100-9(1)(h)
Notes:		



Out of School Time Program Renewal Application, Staff Record Form, Checklist D

(Please use blue or black ink only)

	1. First Name	2. Last Name	3. Positions(s) (Owner, Director, Assistant Director, Caregiver, Cook, Driver, Custodian, Volunteer, Board Member, or Other)	4. Mark if CPR/First Aid is needed by rule.	5. Start Date (First date of paid work, for those hired after your last Announced Inspection) (mm/dd/yyyy)	For Licensing Office Use Only:					
						First Aid, If Needed	CPR, If Needed	Initial CBS/LIS	Orientation Training	Listed on CBS/LIS Renewal Form?	
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Out of School Time Program Renewal Application, Staff Record Form, Checklist D

(Please use blue or black ink only)

	1. First Name	2. Last Name	3. Positions(s) (Owner, Director, Assistant Director, Caregiver, Cook, Driver, Custodian, Volunteer, Board Member, or Other)	4. Mark if CPR/First Aid is needed by rule.	5. Start Date (First date of paid work, for those hired after your last Announced Inspection) (mm/dd/yyyy)	For Licensing Office Use Only:				
						First Aid, If Needed	CPR, If Needed	Initial CBS/LIS	Orientation Training	Listed on CBS/LIS Renewal Form?
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