	Staff Files																
RM	CPI (Consent to Release)																
	UP Date																
	NCHC (Fingerprints)																
CCDF	**At least 18**																
	Child Abuse Prevention & Detection Training																
	Orientation Training																
	In-Service Training (12 hours)																
	Drug Test																
	TB Date																
	CPR (One present at all times with certification for all types)																
	Current First Aid (All Staff)																
	Safe Sleep																
VCP	PHYSICAL																
	CPR (All I/T STAFF)																
	HS DIPLOMA																
	Children's Files																
RM	Immunizations																
	Parent's Notice																
CCDF	**Transportation Policy**																
	Signed Discipline Policy																
	Emergency #'s																

VCP	EMERGENCY AUTHORIZATION																
	PHYSICAL																
	FEEDING PLAN SIGNED BY PARENTS																
	SAFE SLEEP POLICY SIGNED BY PARENTS																
	SAFE TRANSPORT OF FOOD																

VCP: Food Service Training _____ Director Qualifications _____

Ministry _____ Date _____