



Policy Advisory

Policy Title: Staff Records Checklists in Group and School Age and Funded Child Care Programs

Policy Number: FO-26-02

Release Date: March 4, 2026

Effective Date: April 1, 2026

Policy Link: [Link to full policy document](#)

OVERVIEW

The Massachusetts Department of Early Education and Care (EEC) supports effective staff management at all Group and School Age and Funded child care programs in the Commonwealth. To help maintain up-to-date credentials and other important information for staff working with children, EEC requires Group and School Age and Funded programs to use EEC Staff Records Checklists according to the requirements noted in this policy.

In addition to this policy, EEC is releasing an updated Group and School Age Staff Records Checklist document. EEC is not making changes to the checklist for Funded Programs at this time.

APPLICABILITY

This EEC policy applies to all Group and School Age and Funded child care programs.

KEY TOPICS

- Group and School Age programs and Funded programs are required to complete Staff Records Checklists using EEC's current versions of the Staff Records Checklist Templates for their respective program type, available on EEC's website.

- Program administrators must review Staff Records Checklists monthly and must sign an affidavit each year attesting that the checklist information is up to date.
- EEC licensors may review a programs Staff Records Checklist during licensing visits.

RESOURCES

Current staff records checklist templates may be found on the EEC website (www.mass.gov/EEC):

- [Group and School Age \(GSA\) Staff Records Checklist Template](#)
- [Funded Program Staff Records Checklist Template](#)