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

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Applicability: Group and School Age and Funded Child Care Programs

BACKGROUND

The Massachusetts Department of Early Education and Care (EEC) supports effective staff management at all Group and School Age (GSA) 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 GSA and Funded programs to use EEC staff records checklists according to the requirements noted in this policy.

AUTHORITY

- 606 CMR 7.04(4): Record Requirements
- 606 CMR 7.04(5): Staff Records

DEFINITIONS

For the purposes of this policy, the following definitions are used:

- Staff Member: Anyone employed by or working with the child care program who may have contact with children.

POLICY STATEMENT

Per 606 CMR 7.04(4), all Group and School Age (GSA) and Funded child care programs must create and maintain a staff records checklist.

Licensed GSA programs must use the current EEC GSA Staff Records Checklist Template [see "Additional Information" section below] to create their checklist and must complete all applicable sections of the checklist for each staff member.

Funded programs must use the current EEC Funded Program Staff Records Checklist Template [see "Additional Information" section below] to create their checklist and must complete all applicable sections of the checklist for each staff member.

Note: the EEC staff records checklist templates do not include all records that child care programs are required by EEC regulations to maintain (606 CMR 7). It is the duty of each program to ensure that they have all EEC-required records, including but not limited to the documents listed on the check list templates.

Maintaining the Staff Records Checklist

GSA and Funded program administrators, or their designees, must complete, sign, and date the affidavit on the program's Staff Records Checklist on a yearly basis attesting that the checklist information is current. Administrators must review the checklist each month to make sure the staff information is up to date.

COMPLIANCE

EEC licensors may measure compliance by reviewing each program's Staff Records Checklist during licensing visits. EEC reserves the right to request staff files, if needed. EEC staff will only review supporting documentation of individual checklist entries if they decide additional information is required to determine compliance.

ADDITIONAL INFORMATION

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

- Group and School Age Staff (GSA) Records Checklist Template
- Funded Program Staff Records Checklist Template