Connecticut Office of Early Childhood-Division of Licensing

Child Care Centers – Group Child Care Homes

Staff – Child Record Review Checklist

Program Name: Sarah Porter Schoolhouse **Lic. #:** 70720 **Exp. Date:** 8/31/27

Address: 9 Mountain Rd. **City:** Farmington

Specialist Name: B. Mayer **Date:** 2.5.25

Staff Name	Date of Birth	Background check – Current/WS	Adult Medical	Frist Aid	CPR	Admin of Meds. O/T/I - Inj. General	Prof. Develop	Annual Training Policy/Plans Procedures	Hire date – New Employee Orientation	Health & Safety Course	Head Tchr. Cert.	Director Credits
Catherine M.	6.6.59	✓	✓	O	O	✓ ✓	✓	✓	Oct 2023			
Marian D.	1.25.60	✓	✓	✓	✓	✓ ✓	✓	✓	Aug 2023			
Sarita C.	12.18.65	✓	✓	✓	✓	✓ ✓	✓	✓	Aug 2024			
Angeline D.	3.22.70	✓	✓	✓	✓	O O	✓	✓	Aug 2023			
Jennifer G.	4.21.75	✓	✓	✓	✓	✓ ✓	✓	✓	Aug 2023		✓	
Emily V.	8.12.91	✓	✓	✓	✓	✓ ✓	✓	✓	Aug 2023			
Hailee W.	11.4.99	✓	✓	✓	✓	✓ ✓	✓	✓	Aug 2023			

Child Name	Date of Birth	Child Medical	Immun.	Flu	Date of Enrollment	Emergency Permission	Enrollment Form	Authorized Release	Document Behavior Manage Informed	Indiv Care Plan	Injury Illness Accident Reports	Parent Auth.
Carter C.	3·18·23	✓	✓	✓	8·26·24	✓	✓	✓	✓			
Makeen F.	5·25·24	✓	✓	✓	8·26·24	✓	✓	✓	✓	✓		
Emery H.	10·9·20	✓	✓	✓	8·26·24	✓	✓	✓	✓			
Ali M.	6·16·21	✓	✓	✓	8·26·24	✓	✓	✓	✓			
Maddy P.	2·15·23	✓	✓	✓	8·26·24	✓	✓	✓	✓	✓		
Elsie V.	2·10·22	✓	✓	✓	8·26·24	✓	✓	✓	✓			
Bridget Y.	4·15·21	✓	✓	✓	8·26·24	✓	✓	✓	✓			
Addilyn Z.	3·20·24	✓	✓	✓	8·26·24	✓	✓	✓	✓			