



MEMORANDUM

SUBJECT: Community Care Licensing Files


TO: Child Development Permanent and Substitute Staff

DATE: February 1, 2017

PREPARED BY: Patti Lewkowitz
Facilities Licensing Specialist

DEPARTMENT: Child Development

REVIEWED BY: Jacquie Bonini
Interim Director

APPROVED: 

All staff working in Child Development preschool and infant/toddler classrooms are required to have a Community Care Licensing file. Substitutes (even those that work only one day) are required to carry a file with them when substituting in Child Development classrooms.

The file should have the completed forms as per the attached check sheets – one for teachers or one for instructional aides and Child Sitters. A classroom teacher may review the files for the classroom staff and sign the bottom of the form when complete or you may bring it to the Serna Center Child Development office and have it reviewed by Melinda Plaza, Patti Lewkowitz, your Coordinator or Resource Teacher.

When you have completed all the attached forms and collected the documents on the checklist, scan a copy to Melinda Plaza for the central office files and place your original folder with other staff folders in the classroom file cabinet. If you are a substitute, you should carry your folder into the classroom when substituting.

Should you have questions, please feel free to contact Melinda Plaza at 643-7884.

Attachments: 7

Cc: Coordinators
Resource Teachers
Melinda Plaza