

San Francisco Department of Public Health: Child Care Health Program

STAFF HEALTH FILE CHECKLIST

STAFF NAME: _____

Required Documents	✓	Comments
Emergency Info		
Health Screening Report (LIC 503) and TB Clearance		
Immunization Record		
Background Check (LIC 508) Fingerprint Clearance		
Personnel Record (LIC 501)		
Verified with Child Abuse Index		
Qualifications (Education/Experience)		
Current Assignment and Work Hours		
ECE Required Units		
Mandated Reporter Form (LIC 9108)		
Other if applicable: _____		
Verification of Health Training		
CPR/First Aid		
Mandated Reporter Training		
Health and Safety Training (16 hours)		
Employee Exceptions / Waivers		
Integrated Pest Management Training		
Copy Provided to Staff:		
Child Abuse Reporting Laws		
SIDS Pamphlet		
Illness Policy		
Discipline Policy		
Employee Rights (LIC 9052)		
Illness & Injury Prevention Plan		

Please refer to licensing for updated requirements: [LIC 311A](#) was updated 2022