

**STAFFING PLAN: CHILD CARE CENTERS
PART 1: ALL STAFF AND VOLUNTEERS**
Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

List information for all staff and volunteers in the program*.

Facility Name: _____

License Number: _____

Signature: _____

Title: _____

Date: _____

(Licensee or Authorized Designee)

Name	Position** And Age Group/ Assigned Room	Date of Hire	Work Schedule		Date of	Date of Completion					Child Care Background Check†			Date of	Date of
			Days	Times	TB Test	CPR Infant	CPR Child	CPR Adult	First Aid	Blood-Borne Pathogen	Consent and Disclosure form date	Date printed	Eligibility date	Signed Abuse/Neglect Statement	Annual Evaluation

You may copy this form if you need additional sheets.

*All volunteers must have a signed abuse/neglect statement. All volunteers that have contact with children at least 4 hours per week for 2 or more consecutive weeks must have a TB test. All unsupervised volunteers must have CCBC Eligibility.	
**The lead caregivers section (Part 2) must also be completed for all lead caregivers.	
†The original consent and disclosure should be on file. If unavailable, a new consent and disclosure form must be completed, signed, and dated. The updated form must include a statement that the original consent and disclosure form is not available, but that it was signed prior to fingerprinting.	
Note: All caregivers in infant/toddler classrooms must have shaken baby & infant safe sleep training prior to caring for infants and toddlers.	
Instructions: List all staff and volunteers in Part 1, including lead caregivers.	
Authority: 1973 PA 116 Completion: Mandatory Consequence: Failure to provide requested information may result in license denial/revocation.	LARA is an equal opportunity employer/program.

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**STAFFING PLAN: CHILD CARE CENTERS
PART 2: LEAD CAREGIVERS**

Name of Lead Caregiver	Date of Promotion to Lead Caregiver	Date of Assignment to Current Age Group/Assigned Room	Education	# of Sem. Hours or CEUs in a Child-Related Field	Hours of Experience	Date of Completion		
						Shaken Baby Training	Infant Safe Sleep Training	I/T Dev. & Care Training
Authority: 1973 PA 116 Completion: Mandatory Consequence: Failure to provide requested information may result in license denial/revocation.				LARA is an equal opportunity employer/program.				

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