



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

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