



**Licensed and Registered Home:
Caregivers, Assistants, Substitutes and Household
Members Information Record**

This form simplifies maintenance of personnel records for caregivers, assistants, substitutes, and household members by centralizing information required by the Texas Health and Human Services Commission (HHSC) for child care homes. Providers may use their own form.

Directions: This form should be completed for each caregiver, assistant caregiver, and substitute caregiver in the home. Items with an asterisk* are required for all household members. Supporting forms may be found on the HHSC [Forms and Documents for Child Care Providers](#) webpage.

Caregivers, Assistants, Substitutes and Household Members Information		
*Name:	Address:	Phone:
Date of Birth:	Date of Employment:	*TB Test Date:
*Date Central Registry Completed:	*Date DPS Check Completed:	*Date FBI Completed:
Name of High School/Home School:	Graduated? <input type="radio"/> Yes <input type="radio"/> No	Graduation/GED Date:
My role in the home:		
<input type="checkbox"/> Caregiver	First Aid Training Expiration Date: _____	CPR Training Expiration Date: _____
<input type="checkbox"/> Assistant Caregiver	First Aid Training Expiration Date: _____	CPR Training Expiration Date: _____
<input type="checkbox"/> Substitute	First Aid Training Expiration Date: _____	CPR Training Expiration Date: _____
<input type="radio"/> Household member counted in ratio	<input type="radio"/> Household member not counted in ratio	

Caregiver Qualifications
Before caring for children all caregivers must have completed training in:
<input type="checkbox"/> Recognizing and preventing shaken baby syndrome and abusive head trauma;
<input type="checkbox"/> Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);
<input type="checkbox"/> Understanding early childhood brain development;
<input type="checkbox"/> Emergency preparedness;
<input type="checkbox"/> Prevention, recognition and reporting of child maltreatment: <ul style="list-style-type: none">• Factors indicating a child is at risk for abuse or neglect;• Warning signs indicating a child may be a victim of abuse or neglect;• Procedures for reporting child abuse or neglect; and• Community, organizations that have training programs available to employees, children and parents;
<input type="checkbox"/> Understanding the developmental stages of children;
<input type="checkbox"/> Preventing the spread of communicable disease;
<input type="checkbox"/> Administering medication, if applicable;
<input type="checkbox"/> Preventing and responding to emergencies due to food or an allergic reaction;
<input type="checkbox"/> Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
<input type="checkbox"/> Handling, storing, and disposing of hazardous materials including compliance with §747.3221; and
<input type="checkbox"/> Precautions in transporting children if your child care home plans to transport a child whose chronological or developmental age is younger than 9 years old.

Caregiver Signature

Date Signed

Substitute, Assistant and Household Members Orientation

I affirm that I have been oriented in:

- ☐ An overview of the minimum standards for homes;
- ☐ *Operational policies, including discipline, guidance and the release of children;
- ☐ *An overview of your policy on the prevention, recognition and reporting of child abuse and neglect;
- ☐ *An overview of your home's Emergency Preparedness Plan;
- ☐ *The location and use of fire extinguishers and first aid equipment;
- ☐ Recognizing and preventing shaken baby syndrome and abusive head trauma;
- ☐ Understanding and using safe sleep practices and preventing sudden infant death syndrome (SIDS);
- ☐ Understanding early childhood brain development;
- ☐ Preventing and controlling the spread of communicable diseases, including immunizations;
- ☐ Administering medication, if applicable;
- ☐ Preventing and responding to emergencies due to food or an allergic reaction;
- ☐ Understanding building and physical premises safety, including identification and protection from hazards that can cause bodily injury such as electric hazards, bodies of water, and vehicular traffic;
- ☐ Handling, storing, and disposing of hazardous materials including compliance with §747.3221;
- ☐ Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than 9 years old; and
- ☐ *I have received a copy of the home's operational policies.

Caregiver Signature

Date Signed

*Household Member, Substitute, Assistant Signature

Date Signed

Attached Documents

- ☐ Copy of photo identification
- ☐ Copy of current driver's license for persons transporting children in care ☐ N/A if not transporting
- ☐ Form 2985, Affidavit for Applicants for Employment with a Child Care Facility or Registered Child Care Home
- ☐ Form 7250, Staff Training Record
- ☐ Licensing pre-application course certificate

Privacy Statement

HHSC values your privacy. For more information, read the privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.