



DAYCARE CENTER STAFF INFORMATION (SUBMIT TO SPONSOR)

The CACFP department requests additional information to be placed in your file as a safety measure for all participants.

A **center staff** person should be 18 years of age or older who is designated by the Day Care center management and approved by the **TDHS** and your **CACFP Sponsor** to provide child care in your day care facility in your absence.

PLEASE PRINT

Daycare Center Name: _____

Director's First: _____ **Last:** _____

Administrator's Name: _____

PLEASE PRINT EMPLOYEES' INFORMATION BELOW:

1. **First:** _____ **Last:** _____ **Age:** _____

2. **First:** _____ **Last:** _____ **Age:** _____

3. **First:** _____ **Last:** _____ **Age:** _____

4. **First:** _____ **Last:** _____ **Age:** _____

If you **do not have a substitute**, write an emergency plan:

I certify that all of the above information is true and correct. I understand that this information is being given to protect children in childcare; substitutes will be responsible for recordkeeping and document signing in the provider's absence.

Director's Signature: _____ **Date:** _____