



# BETTER BEGINNINGS ANNUAL STAFF RECORD FORM

FORM C

**better beginnings**

The Annual Staff Record form C must be submitted as part of the Better Beginnings application and again at 12 and 24 months after certification or renewal to remain in compliance with certification requirements. Complete the form as follows; attach additional copies as necessary.

Initial Application:

- Include all current employees, their TAPP or ADE Registry numbers and date of hire. NOTE: Some support staff may not be subject to professional development requirements, regardless, please list all employees in the appropriate area.
- Mark "F" for full-time (35 hours per week or more) or "P" for part-time (20-34 hours per week). For seasonal staff or staff regularly scheduled for fewer than 20 hours per week, mark an "X" in that column.
- For each employee, indicate whether the position held is teaching staff (regularly assigned to work with children/students in program activities), administrative staff (director, manager, office administrative personnel, supervisor, coordinator; kitchen manager is listed in this area) or support staff (e.g.: all other facility employees).
- For each employee specify the level of TAPP for which the employee meets the requirements.

Foundation 1: F1  
 Intermediate 1: Int. 1  
 Advanced 1: Adv. 1

Foundation 2: F2  
 Intermediate 2: Int. 2  
 Advanced 2: Adv 2

Foundation 3: F3  
 Intermediate 3: Int. 3

- For each employee place a checkmark (✓) for each training listed which the person has completed and record total number of approved professional development training hours for the past calendar year; be sure at least 12 months of time is recorded.
- Retain copies of the Staff Record form for continued yearly use.
- Attach documentation for training not yet recorded in TAPP; attach ADE transcripts.

Annually (12 months after certification and 24 months after certification)

- Use copies of the form last submitted.
- Mark a single line through persons listed who are no longer employed.
- If an employee has changed levels (support, teaching, administrative) highlight their name and re-record on a new line in the current level.
- Add new employees to the list; use additional copies of the form as necessary.
- Update each employee's training record to reflect current status.



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ADMINISTRATIVE STAFF:

Name	Registry ID	Date of Hire (mo/yr)	F, P, X	Training Completed						# Annual Professional Development Hours					Meets TAPP Level	
				ERS	YPOA	Framework	Dev. Assets	Physical Activity	PAS/BAS Basics	Application Year 1	Nutr. Year 1	Year 2	Nutr. Year 2	Year 3		Nutr. Year 3
ex.: Paulie Professional Administrator	1234	07/08	F	√		√		√	√	35	2					Int. 1
<b>KITCHEN MANAGER</b>																

SUPPORT STAFF:

Name	Registry ID (or N/A)	Date of Hire	F, P, X	List Title of Professional Development	Annual Professional Development Hours			Meets TAPP Level
					Year 1	Year 2	Year 3	
ex: Paulie Professional Support Staff	1234	07/08	X	CCOT, Driver Safety	15			





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## STAFF RETENTION:

Calculate the annual turnover of staff at your facility as follows:

Divide the number of staff who left in the past year (12 months) by the number of teaching staff on the payroll (when you have all positions filled).

e.g.: total staff when all positions filled: 100

total who left in last year (12 months) 13

$$13 \div 100 = 0.13$$

Multiply the resulting figure by 100. This gives you your percentage of turnover for the past year.

e.g.:  $0.13 \times 100 = 13\%$

Complete the following table, inserting current data at application and at 12 and 24 months:

	Initial Application	12 months	24 months
Annual Turnover			

\_\_\_\_\_  
Administrator Signature                      year 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature                      year 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature                      year 3

\_\_\_\_\_  
Date