TEXAS Health and Human Services

Form 2551
July 2026

Licensed and Registered Homes

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 Child Care Regulation (CCR) for child care homes. Providers may use their own form.

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 are on the CCR Forms webpage at www.hhs.texas.gov/providers/child-care-regulation/child-day-care-regulation-forms.

Section 1 – Caregivers, Assistants, Substitutes and Household Members' Information

*Name			Date of Birth
Street Address, City, State and ZIP Code			Area Code and Phone No.
Date of Employment	*Date Central Registry Completed	*Date DPS Check Completed	*Date FBI Check Completed
Name of High School or Home School		Graduated? ◯ Yes ◯ No	Graduation or GED Date

My role in the home:

◯ **Caregiver** – First Aid Training Expiration Date: _____ CPR Training Expiration Date: _____

◯ **Assistant caregiver** – First Aid Training Expiration Date: _____ CPR Training Expiration Date: _____

◯ **Substitute** – First Aid Training Expiration Date: _____ CPR Training Expiration Date: _____

◯ **Household member counted in ratio**

◯ **Household member not counted in ratio**

Section 2 – Caregiver Qualifications

Before caring for children all caregivers must have completed training in:

☐ 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

☐ Emergency preparedness

☐ Prevention, recognition and reporting of child maltreatment:

- 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
- Community, organizations that have training programs available to employees, children and parents

☐ Understanding the developmental stages of children

☐ Preventing the spread of communicable disease

☐ Administering medication, if applicable

☐ Preventing and responding to emergencies because of 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 Section 747.3221, and

☐ 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:** _____

Section 3 – Substitute, Assistant and Household Members' Orientation

☐ *I have received a copy of the home's operational policies.

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 because of 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 Section 747.3221

☐ Precautions in transporting children if your center transports a child whose chronological or developmental age is younger than 9 years old

Caregiver Signature _____ **Date Signed** _____

***Household Member, Substitute, Assistant Signature** _____ **Date Signed** _____

Section 4 – Attached Documents

☐ Copy of photo identification – ◯ Copy of current driver license for persons transporting children in care ◯ Not Applicable, if not transporting

☐ Form 2985, Affidavit for Applicants for Employment with a Child Care Facility or Registered Child Care Home

☐ Form 2912, Pre-Employment Affidavit for Applicants for Employment at Certain Child Care Operations

☐ Form 7250, Staff Training Record

☐ Licensing pre-application course certificate

Section 5 – Privacy Statement

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