

# Department of Family Service Requirements

Any adult who will work in the preschool or extended day program of Saint Anthony Tri-Parish Catholic School must meet all of the requirements by the Department of Family Services. This applies when working with 3 or 4 year old children.

In addition to the DFS Requirements listed below, all who work or volunteer at Saint Anthony Tri-Parish Catholic School must complete the [Diocese of Cheyenne](#) requirements for Safe Environment Training.

## Background Check Requirements

- Fingerprint Requirement
  - You must call the Sheriff's Office (307) 235-9282 to make an appointment or you may visit one of the
    - Bring with you [The Fingerprint Card Cover Letter](#) and Results
    - Complete all of the information on the Cover letter
    - The current cost of \$39 will be covered by the school
    - Also complete the [Division of Criminal Investigation Release](#)
    - Mail to

Department of Family Services  
2300 Capitol Ave, Third Floor  
Cheyenne, WY 82002  
Child Care-NCPA/VCA-CCDBGA

- If you have moved to Wyoming within the last five years, you must also complete a check for your previous state
  - [Use this link](#) for directions for each state
  - Complete the [Cover Sheet](#) for Wyoming DFS
  - Mail the forms to

Department of Family Services  
Central Registry  
2300 Capitol Ave, Third Floor  
Cheyenne, WY 82002-0490

- Central Registry
  - As the employer, I will request a central registry background check. You will receive an email asking you to complete the central registry application.

## MEDICAL CLEARANCE

- TB Risk Factor Self Assessment
  - Complete the [risk factor self-assessment](#) and follow directions if you need to see a health care provider

- Bring all forms to the Director of the Program

## TRAINING REQUIREMENTS

- Open a STARS Account
  - <https://wyregistry.org>
  - St. Anthony PreSchool- Employer (be sure choose the one in Casper)
- Go to Resource Documents within the STARS Account
  - Under Training Requirements
    - Click on Health and Safety Training options
      - You will now have a pdf of [Training Options](#)
      - The first option is [Wyoming Health and Safety Options](#)
- Choose that first option and create an account on that Wyoming Training Site
  - Here you will need to take the training courses entitled
    - #1 and #8- Bloodborne Pathogens- Infectious Disease Control & Sanitation
    - #2 and #6 – Safe Sleep Practices and Shaken Baby Syndrome
    - #3 Medication Administration
    - #4- 2022 Food Allergies
    - #5 and #7 – 2022 Emergency Preparedness, Emergency Management and Fire Safety
    - #9- Transportation of Children
    - #12- 2022 Recognizing and Reporting Suspect Child Abuse and Neglect
    - You also need Wyoming Early Learning Standards- once
- You will also need CPR/FIRST AID/AED Training which is tested in person
  - Summit Fire and Security- 237-8438 is an option
    - When finished, scan and email your certificate to [info@wyostars.org](mailto:info@wyostars.org)
- Every two years (if full time and not a sub), you will need to
  - Complete 32 hours of professional development
    - Keep track of this in your STARS account
  - Renew CPR/First Aid/AED training

## PREVIOUSLY CERTIFIED BY DFS

## Background Check Requirements

- Central Registry
  - As the employer, I will request a central registry background check. You will receive an email asking you to complete the central registry application.
- Fingerprint Requirement
  - If your fingerprints were done within the last six months, then they can be rerun if not:

You must be fingerprinted again

- Bring with you [The Fingerprint Card Cover Letter](#) and Results
- Complete all of the information on the Cover letter
- The current cost of \$39 will be covered by the school
- Also complete the [Division of Criminal Investigation Release](#)
- Mail to

Department of Family Services  
2300 Capitol Ave, Third Floor  
Cheyenne, WY 82002  
Child Care-NCPA/VCA-CCDBG

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Central Registry  
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Cheyenne, WY 82002-0490

## TRAINING REQUIREMENTS

- In your STARS Account- choose St. Anthony Preschool as employer
  - <https://wyregistry.org>
  - St. Anthony PreSchool- Employer (be sure choose the one in Casper)
- **If you completed the Health and Safety Training in the last 12 months then you do not need to redo the training**
- Go to Resource Documents within the STARS Account
  - Under Training Requirements
    - Click on Health and Safety Training options
      - You will now have a pdf of [Training Options](#)
      - The first option is [Wyoming Health and Safety Options](#)
- Choose that first option and create an account on that Wyoming Training Site
  - Here you will need to take the training courses entitled
    - #1 and #8- Bloodborne Pathogens- Infectious Disease Control & Sanitation
    - #2 and #6 – Safe Sleep Practices and Shaken Baby Syndrome
    - #3 Medication Administration
    - #4- 2022 Food Allergies
    - #5 and #7 – 2022 Emergency Preparedness, Emergency Management and Fire Safety
    - #9- Transportation of Children

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  - When finished, scan and email your certificate to [info@wyostars.org](mailto:info@wyostars.org)