**Staff Orientation Checklist – Certified Family Child Care Centers**

**Use of form:** Use of this form is voluntary and may help certified operators to comply with DCF 202.08 of the Wisconsin Administrative Code and it should be completed by every employee, volunteer, and substitute providing care in a certified family child care center. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions – employees, volunteers and substitutes:** Before beginning work, the operator will review each policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff file/record. **Instructions – emergency backup providers:** Before being left in charge of the children, the operator and emergency backup provider will review each asterisked policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff file/record.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Staff Person Name (Last, First) | | | | | |
| Staff Person Position Title | | | Start Date (mm/dd/yyyy) | | |
| Certified Operator Name | | | | | |
| **Policy / Procedure** | **Staff** | | | **Trainer** | |
| Initials | **Date** | | Initials | **Date** |
| \* The names and ages of all the children in care 202.08(4m)(e)1. |  |  | |  |  |
| \* A review of children’s records, including parent and emergency contact information 202.08(4m)(e)2. |  |  | |  |  |
| \* Specific information relating to a child’s special health care needs, including administration of medications, disabilities, allergies, or other special health conditions 202.08(4m)(e)3. |  |  | |  |  |
| \* A review of the operator’s plan for responding to emergencies 202.08(4m)(e)4. |  |  | |  |  |
| \* A review of DCF administrative rules 202.08(4m)(e)5. |  |  | |  |  |
| \* Procedures to reduce the risk of sudden infant death syndrome, if the center is licensed to care for children under one year of age 202.08(11)(c) and (d). |  |  | |  |  |
| A review of the center's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions 202.08(4m)(e) |  |  | |  |  |
| The procedure for reporting suspected abuse or neglect of a child 202.08(14) and 202.08(1m)(b)7. |  |  | |  |  |
| The prevention and control of infectious diseases, including immunizations 202.08(4)(g)-(o) |  |  | |  |  |
| The administration of medications 202.08(4)(f) |  |  | |  |  |
| The reporting requirements for the child care background check under s. DCF 13.07(3) and 202.08(1m)(b)5.-7. |  |  | |  |  |
| Before a driver who is not the operator first transports children, the operator shall review all of the following with the driver: 202.08(9)(e)   1. The procedure for ensuring that all children are properly restrained in the appropriate child safety seat. 2. The procedure for loading, unloading, and tracking of children being transported. 3. The procedure for evacuating the children from a vehicle in an emergency. 4. Behavior management techniques for use with children being transported. 5. Applicable statutes and rules affecting transportation of children 6. First aid procedures. 7. Child abuse and neglect laws and reporting procedures. 8. Information on any special needs a child being transported may have and the plan for how those needs will be met. 9. Vehicle alarm operation, if applicable |  |  | |  |  |