

### Staff Orientation Checklist – Family Child Care Centers

**Use of form:** Use of this form is voluntary to comply with DCF 250.05(4)(a) and (4)(b) of the Wisconsin Administrative Code and it should be completed by every employee, volunteer, and substitute providing care in a family child care center. 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 trainer and staff shall go over each policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff record for review by the licensing representative. **Instructions – emergency backup providers:** Before being left in charge of the children, the trainer and emergency backup provider shall go over 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 record for review by the licensing representative.

Name – Staff Person (Last, First, MI)	Position Title	Start Date (mm/dd/yyyy)
Name – Trainer	Position Title	

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
*The names and ages of all the children in care 250.05(4)(a)1. and (b)1.				
*Current arrival and departure information for each child enrolled and the names of people authorized to pick up the child 250.05(4)(a)2. and (b)2.				
*A review of children’s records, including emergency contact information 250.05(4)(a)3. and (b)3. consent for emergency medical treatment.				
*Specific information relating to each child’s health care needs, including medications, disabilities, or special health conditions 250.05(4)(a)4. and (b)4.				
*Procedures to reduce the risk of sudden infant death syndrome, if the center is licensed to care for children under one year of age 250.05(4)(a)5. and (b)5.				
An overview of the daily schedule, including meals, snacks, naps, and any information related to the eating and sleep schedules of infants and toddlers enrolled in the center 250.05(4)(a)6.				
A review of the center's procedures for dealing with emergencies, including natural disasters, human-caused events, food emergencies, and allergic reactions 250.05(4)(a)7.				
The plan for evacuating sleeping children, if the center is licensed to care for children between the hours of 10:00 p.m. and 5:00 a.m. 250.05(4)(a)9.				
The prevention and control of infectious diseases, including immunizations 250.05(4)(a)10.				
The administration of medications 250.05(4)(a)11.				
The handling and storage of hazardous materials and disposal of biocontaminants 250.05(4)(a)12.				
The center policies and procedures required under DCF 250.04(2)(e) [250.05(2)(a)13.]				
A review of DCF 250 Licensing Rules for Family Child Care Centers 250.05(2)(a)14.				
The reporting requirements for the child care background check under s. DCF 13.07(3) [250.05(4)(a)15.]				