

## PRE-CAMP TRAINING DOCUMENTATION – DAY CAMPS

**Use of form:** This form is voluntary; however, completion of this form will facilitate the licensing process and help verify compliance with DCF 252.42(1)(a)4. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** All counselors and volunteers who are counted in determining the counselor-to-child ratio shall receive pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp. Upon completion of training, trainer and counselor/volunteer shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the counselor/volunteer record for review by the licensing representative.

Counselor / Volunteer Name (Last, First, MI)	Position Title	Start Date (mm/dd/yyyy)		
Trainer Name	Trainer Position Title			
STAFF REQUIREMENTS	Trainer		Counselor / Volunteer	
	Initials	Date / Time	Initials	Date / Time
A review of DCF 252 [252.42(3)(a)1.]				
A review of camp policies and procedures required under DCF 252.41(1)(f) [252.42(3)(a)2.]				
Job responsibilities in relation to job descriptions 252.42(3)(a)3.				
Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling bodily fluids 252.42(3)(a)4.				
Daily activity plans and schedules 252.42(3)(a)5.				
First aid 252.42(3)(a)6.				
A review of plans required under s. DCF 252.41(1)(f)7. and 8. and 252.43(2), including the plans for a missing child, fire, or tornado, and for supervision when children are swimming, if applicable 252.42(3)(a)7.				
The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times 252.42(3)(a)8.				
Training in the use of fire extinguishers and recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards 252.42(3)(a)9.				
A review of child abuse and neglect laws; identification of children who have been abused or neglected; and the camp reporting procedures 252.42(3)(a)10.; 252.07(3)				
Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs, including any physical, emotional, social, or cognitive disabilities with any person who may be assigned to care for that child throughout the day 252.42(3)(a)11.				
Child management techniques 252.42(3)(a)12.				
For any person who will be providing care and supervision to children under 5 years of age, department-approved training in Abusive Head Trauma (AHT) prevention and abusive head trauma and appropriate ways to manage crying, fussing, or distraught children 252.42(2)(a)13.				