

**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 252.41(3)(a)5. of the Wisconsin Administrative Code. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** All counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall have 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 staff / volunteer shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the staff / volunteer record for review by the licensing representative.

|  |                |                         |
|--|----------------|-------------------------|
| Name – Staff / Volunteer (Last, First, MI) | Position Title | Start Date (mm/dd/yyyy) |
|--|----------------|-------------------------|

|                |                          |
|----------------|--------------------------|
| Name – Trainer | Position Title – Trainer |
|----------------|--------------------------|

| STAFF REQUIREMENTS  | Trainer  |             | Staff / Volunteer |             |
|---|----------|-------------|-------------------|-------------|
|   | Initials | Date / Time | Initials          | Date / Time |
| A review of DCF 252 [252.42(2)(a)1.]  |          |             |                   |             |
| A review of camp policies and procedures required under DCF 252.41(1)(f) and (g) [252.42(2)(a)2.]   |          |             |                   |             |
| Job responsibilities in relation to job descriptions 252.42(2)(a)3.   |          |             |                   |             |
| Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids 252.42(2)(a)4.   |          |             |                   |             |
| Daily activity plans and schedules 252.42(2)(a)5.   |          |             |                   |             |
| Emergency first aid 252.42(2)(a)6.  |          |             |                   |             |
| Review of plans required under s. DCF 252.41(1)(g) and 252.43(2) including the plan for responding to missing children, fire and tornado plans and the supervised swim plan if applicable 252.42(2)(a)7.; 252.44(7)(b)4.; 252.44(7)(b)5.  |          |             |                   |             |
| The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times 252.42(2)(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(2)(a)9.   |          |             |                   |             |
| Review of child abuse and neglect laws; identification of children who have been abused or neglected; and the camp reporting procedures 252.42(2)(a)10.; 252.07(3)(b)   |          |             |                   |             |
| 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(2)(a)11. |          |             |                   |             |
| Child management techniques 252.42(2)(a)12.   |          |             |                   |             |
| Department-approved training in Shaken Baby Syndrome (SBS) prevention and appropriate ways to manage crying, fussing or distraught children for any person who will be providing care and supervision to children and under 5 years of age 252.42(2)(a)13.  |          |             |                   |             |