

## STAFF ORIENTATION CHECKLIST – GROUP CHILD CARE CENTERS

**Use of form:** This form is voluntary; however, completion of this form will facilitate the licensing process and verify compliance with DCF 251.05(2)(a) and the orientation documentation portion of 251.04(5)(a)6. 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:** Orientation must be documented for each new employee, substitute and regularly scheduled volunteer within their first week at the center. Upon completion of orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and place the form in the staff record for review by the licensing representative.

Name – Staff Person (Last, First, MI)	Position Title	Start Date (mm/dd/yyyy)
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Name – Trainer	Position Title
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Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
1. Review of DCF 251, Licensing Rules for Group Child Care Centers 251.05(2)(a)1.				
2. Review of center policies required under s. DCF 251.04(2)(h) and (i) [251.05(2)(a)2.]				
3. Review of the center contingency plans required under s. DCF 251.04(2)(i), including fire and tornado evacuation plans and the operation of fire extinguishers 251.05(2)(a)3.; 251.06(3); 251.06(4)				
4. First aid procedures 251.05(2)(a)4.				
5. Job responsibilities in relation to the job description 251.05(2)(a)5.				
6. Training in the recognition of childhood illnesses and in infectious disease control including hand washing procedures and universal precautions for handling body fluids 251.05(2)(a)6.				
7. Schedule of activities of the center 251.05(2)(a)7.; 251.07(1)				
8. Review of child abuse and neglect laws, how to identify children who have been abused or neglected and center reporting procedures 251.04(8)(b); 251.05(2)(a)8.				
9. Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times including during center-provided transportation 251.05(2)(a)9.; 251.05(3)(f)				
10. Child management techniques 251.05(2)(a)10.; 251.07(2)				
11. Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child throughout the day 251.05(2)(a)11.				
12. Review of procedures to reduce the risk of sudden infant death syndrome (SIDS) <b>prior to an employee's or volunteer's first day of work</b> if licensed to care for children under 1 year of age 251.05(2)(a)12.				
13. The procedure to contact a parent if a child is absent from the center without prior notification from the parent 251.05(2)(a)13.; 251.05(3)(h)				
14. Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met 251.05(2)(a)14.				

Note: Except for a volunteer who is not counted in staff-to-child ratios, each child care worker including the administrator, center director, teachers, assistant teachers, and substitutes who provide care and supervision to children under 5 years of age shall receive department-approved training in shaken baby syndrome and impacted babies and appropriate ways to manage crying, fussing or distraught children. The training shall be completed by one of the following methods:

1. Complete the department-approved, in-person training on shaken baby syndrome prevention and impacted babies before the date on which the child care worker begins to work with children under age 5 years.
2. View a department-approved video or complete a department-approved, web-based course on shaken baby syndrome prevention before the date on which the child care worker begins to work with children under age 5 years and complete a department-approved, in-person training within 6 months of beginning to work with children under age 5.