**VOLUNTEER TRAINING CONFIRMATION – GROUP CHILD CARE CENTERS**

**Use of form:** This form is voluntary. However, use of this form will help the licensee ensure that volunteers not used to meet staff-to-child ratios are in compliance with DCF 251.05(3)(j)3., which requires that a volunteer who is not used to meet staff-to-child ratios shall complete training in child care programming and procedures before working with children; this includes volunteers working in a center operated by a parent cooperative. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** Upon completion of the training, the trainer and volunteer shall initial and date the spaces that correspond to each completed component.

<table>
<thead>
<tr>
<th>Volunteer Name (Last, First, MI)</th>
<th>Volunteer’s Start Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training Component</strong></td>
<td><strong>Volunteer</strong></td>
</tr>
<tr>
<td></td>
<td>Initials</td>
</tr>
</tbody>
</table>

**Responsibilities of the Volunteer**

- Specific duties / job description
- Understanding lines of authority and the place of the volunteer in the center
- Confidentiality
- Recognizing signs of abuse and neglect and the center’s reporting procedure

**General Child Supervision Techniques**

- Center’s child guidance policy
- Center’s 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
- Procedure to ensure no child is left unattended in a vehicle

**Review of the Daily Schedule**

- Names of children who will have contact with the volunteer
- Arrival and departure times
- Meal and snack times
- Activity period components
- Clean up
- Outdoor play / inclement weather
- Rest periods
- Field trips

**General Health and Safety Practices**

- Emergency evacuation procedures
- Location and use of fire extinguishers
- Location of telephone and persons to call in an emergency
- The need to keep potentially hazardous materials / items out of the reach of the children
- Meal or snack preparation and dishwashing
- Toileting
- Personal hygiene / handwashing including universal precautions