

## 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(1)(k)3. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** A volunteer who is not used to meet staff to child ratios shall have completed the training before working with children; this includes volunteers working in a center operated by a parent cooperative. Upon completion of the training, the trainer and volunteer shall initial and date the spaces that correspond to each completed component.

Name – Volunteer (Last, First, MI)	Start Date – Volunteer (mm/dd/yyyy)
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Name – Trainer	Position Title – Trainer
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Training Component	Volunteer		Trainer	
	Initials	Date (mm/dd/yyyy)	Initials	Date (mm/dd/yyyy)

**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				