

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.

Volunteer Name (Last, First, MI)	Volunteer's Start Date (mm/dd/yyyy)
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Trainer Name	Trainer's Position Title
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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				