**Staff Orientation Checklist – Family Child Care Centers**

**Use of form:** Use of this form is mandatory to comply with DCF 250.05(2)(a) of the Wisconsin Administrative Code and it should be completed by every employee, volunteer and substitute providing care in a family child care center. Failure to comply may result in issuance of a noncompliance statement. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions – employees, volunteers and substitutes:** Before beginning work, the trainer and staff shall go over each policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff record for review by the licensing representative. **Instructions – emergency backup providers:** Before being left in charge of the children, the trainer and emergency backup provider shall go over each asterisked policy / procedure below, initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff record for review by the licensing representative.

<table>
<thead>
<tr>
<th>Name – Staff Person (Last, First, Ml)</th>
<th>Position Title</th>
<th>Start Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name – Trainer</td>
<td>Position Title</td>
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<thead>
<tr>
<th>Policy / Procedure</th>
<th>Staff</th>
<th>Trainer</th>
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<tbody>
<tr>
<td></td>
<td>Initials</td>
<td>Date</td>
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- *Review of names and ages of all the children in care 250.05(2)(a).1. and (b)1.
- *Current arrival and departure information for each child enrolled, including the names of people authorized to pick up the child 250.05(2)(a).2. and (b)2.
- *Review of children’s records including emergency contact information 250.05(2)(a).3. and (b)3. consent for emergency medical treatment.
- *Specific information relating to children’s special health care needs including medications, disabilities or special health conditions 250.05(2)(a).4. and (b)3.
- *Procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age 250.05(2)(a).5. and (b)4.
- An overview of the daily schedule including meals, snacks, naps and any information related to the eating and sleep schedules of infants and toddlers enrolled in the center 250.05(2)(a).6.
- Review of the center’s procedures for dealing with emergencies 250.05(2)(a).7.
- The procedure for reporting suspected abuse or neglect of a child 250.05(2)(a).8.
- The plan for evacuating sleeping children if the center is licensed to care for children between the hours of 9 p.m. and 5 a.m. 250.05(2)(a).9.
- Procedure to contact a parent or guardian if a child is absent from the center without prior notification of the absence from the parent 250.05(2)(a).10.
- Review of center policies required under DCF 250.04(2)(e) [250.05(2)(a).11.]
- Review of DCF 250 Licensing Rules for Family Child Care Centers 250.05(2)(a).12.
- Review of DHS 12.07(1) which requires a provider to notify the licensee as soon as possible but no later than the provider’s next working day when any of the following occurs: The provider has been convicted of a crime; has been or is being investigated by any governmental agency; has a substantiated governmental finding against them; or a professional license has been denied, revoked, restricted or otherwise limited 250.05(2)(a).13.
- Procedure to ensure that the number, names and whereabouts of children in care are known to the provider at all times 250.05(3)(L)
- Procedure to ensure that all children exit the vehicle after being transported to a destination 250.08(6)(e)