

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.

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
*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)				