

**Kev Cob Qhia Rau Cov Neeg Ua Hauj Lwm – Cov Chaw Zov Me Nyuam Hauv Tsev**  
**STAFF ORIENTATION CHECKLIST – FAMILY CHILD CARE CENTERS**

**Kev siv daim foos:** Yuav tsum tau siv daim foos no raws li ntu DCF 250.05(2)(a) ntawm Wisconsin Administrative Code thiab txhua tus neeg ua hauj lwm, tus neeg pab dawb thiab tus neeg tuaj hloov hauj lwm hauv qhov chaw zov me nyuam yuav tsum teb. Cov ntaub ntawv ntiag tug koj muab yuav raug coj los siv rau cov hom phiaj thib ob [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Cov Lus Qhia Teb – cov neeg ua hauj lwm, cov neeg pab dawb thiab cov neeg tuaj hloov hauj lwm:** Ua nej yuav pib ua hauj lwm, tus neeg qhia thiab tus neeg ua hauj lwm yuav tsum piav qhia txog txhua txoj cai / txheej txheem nram no, rau tsiaj npe ntawv thiab rau hnub tim rau ntawm cov chaw uas hais txog ib txoj cai los yog txheej txheem twg zus thiab muab daim foos teb tiav cia nrog tus neeg ua hauj lwm cov ntaub ntawv rau ib tug neeg sawv cev muab ntawv tso cai zov me nyuam nrog txheeb xyuas. **Cov Lus Qhia Teb – cov neeg zov me nyuam thaum muaj kev kub ceev:** Ua ntej yuav cia tswj xyuas cov me nyuam, tus neeg qhia thiab cov neeg zov me nyuam thaum muaj kev kub ceev yuav tsum piav qhia txog txhua txoj cai / txheej txheem nram no, rau tsiaj npe ntawv thiab rau hnub tim rau ntawm cov chaw uas hais txog ib txoj cai los yog txheej txheem twg zus thiab muab daim foos teb tiav cia nrog tus neeg ua hauj lwm cov ntaub ntawv rau ib tug neeg sawv cev muab ntawv tso cai zov me nyuam nrog txheeb xyuas.

Npe – Neeg Ua Hauj Lwm (Xeem, Npe, Npe Nruab Nrab)	Npe Tuav Txoj Hauj Lwm	Hnub Pib (hli/hnub/xyoo)
Npe – Neeg Qhia	Npe Tuav Txoj Hauj Lwm	

Txoj Cai / Txheej Txheem	Neeg Ua Hauj Lwm		Neeg Qhia	
	Tsiaj npe ntawv	Hnub tim	Tsiaj npe ntawv	Hnub tim
*Txheeb xyuas cov npe thiab cov qib hnub nyoog ntawm txhua tus me nyuam uas zov 250.05(2)(a)1. thiab (b)1.				
*Cov ntaub ntawv teev sij hawm tuaj txog thiab sij hawm tawm mus tsev rau txhua tus me nyuam muaj npe zov, nrog rau cov neeg muaj cai tos tus me nyuam 250.05(2)(a)2. thiab (b)2.				
*Txheeb xyuas cov neeg hu cuag thaum muaj kev kub ceev rau txhua tus me nyuam 250.05(2)(a)3. thiab (b)3. tso cai muab kev kho mob kub ceev.				
*Cov ntaub ntawv qhia txog me nyuam cov kev tu ncuu tshwj xeeb ntawm txoj kev noj qab haus huv xws li cov tshuaj, cov kev tsis taus los yog cov kab mob kev nkeeg tshwj xeeb 250.05(2)(a)4. thiab (b)3.				
*Cov txheej txheem tso tsawg ntawm tus mob uas me nyuam mos cia li tuag tam sid yog tias qhov chaw zov me nyuam muaj ntawv tso cai zov cov me nyuam tsis nto hnub nyoog 1 xyoos 250.05(2)(a)5. thiab (b)4.				
Kev rov xyuas cov sij hawm teem rau txhua hnub xws li cov puas noj, cov khoom txom ncauj, cov sij hawm pw thiab tej ntaub ntawv muaj feem xyuam rau sij hawm noj haus thiab pw rau cov me nyuam mos thiab me nyuam me uas muaj npe zov rau hauv qhov chaw zov me nyuam 250.05(2)(a)6.				
Txheeb xyuas qhov chaw zov me nyuam cov txheej txheem siv rau cov xwm txheej kub ceev 250.05(2)(a)7.				
Tus txheej txheem ceeb toom kev tsim txom los yog kev tsis saib xyuas me nyuam 250.05(2)(a)8.				
Lub tswv yim npaj muab cov me nyuam tsaug zog khiav tawmyog tias qhov chaw zov me nyuam muaj ntawv tso cai zov cov me nyuam thaum lub caij 9 teev tsaus ntuj txog 5 teev sawv ntxov 250.05(2)(a)9.				
Tus txheej txheem hu cuag niam txiv los yog tus neeg saib xyuas yog tias tus me nyuam tsis tuaj rau zov yog niam txiv tsis muaj ntawv qhia ua ntej yuav tsis tuaj 250.05(2)(a)10.				
Txheeb xyuas qhov chaw zov me nyuam cov kev cai kom muaj raws li txoj cai DCF 250.04(2)(e) [250.05(2)(a)11.]				
Txheeb xyuas txoj cai DCF 250 Licensing Rules for Family Child Care Centers 250.05(2)(a)12.				
Txheeb xyuas txoj cai DHS 12.07(1) uas hais kom tus neeg zov me nyuam yuav tsum qhia rau tus neeg muab ntawv tso cai sai npaum li sai tau tiam sis tsis pub lig dua tus neeg zov me nyuam hnub yuav ua hauj lwm tom ntej thaum muaj ib yam twg nram no tshwm sim. Tus neeg zov me nyuam tau ua txhaum ib txoj cai; raug tsoom fww chaw khiav hauj lwm tshawb nug; muaj kev ua txhaum ntau yam uas tsoom fww tshawb tau; los yog ntawv tso cai tshaj lij raug tsis kheev muab, raug muab thim, raug muab txwv los yog raug muab ceev rau tej yam twg 250.05(2)(a)13.				
Tus txheej txheem tswj kom tus neeg zov me nyuam paub tias cov me nyuam zov muaj tsawg leej, paub cov npe thiab paub cov me nyuam nyob rau qhov twg txhua lub sij hawm 250.05(3)(L)				
Tus txheej txheem tswj kom ntseeg tau tias txhua tus me nyuam tawm hauv tsheb lawm thaum thauj mus txog chaw tawm 250.08(6)(e)				