

Staff Orientation Checklist – Certified Family Child Care Centers

Use of form: Use of this form is voluntary and may help certified operators to comply with sec. DCF 202.08 of the Wisconsin Administrative Code and it should be completed by every employee, volunteer, and substitute providing care in a certified 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 –Before beginning work, the operator will ensure each provider, volunteer, substitute, driver and emergency back-up provider receives an orientation that covers the policy/procedure listed below. Initial and date the spaces that correspond to each policy or procedure and place the completed form in the staff file/record.

Staff Person Name (Last, First)

Staff Person Position Title

Start Date
(mm/dd/yyyy)

Certified Operator Name

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
* The names and ages of all the children in care 202.08(4m)(e)1.				
* A review of children's records, including enrollment forms and parent and emergency contact information 202.08(4m)(e)2.				
* Specific information relating to a child's special health care needs, including administration of medications, disabilities, allergies, or other special health conditions 202.08(4m)(e)3.				
* If the operator is certified to care for infants, procedures to reduce the risk of sudden infant death syndrome 202.08(4m)(e)4m.				
The prevention and control of infectious diseases, including diapering, handwashing, and immunizations 202.08(4m)(e)5m.				
* A review of the operator's plan for responding to emergencies 202.08(4m)(e)6.				
* The handling and storage of hazardous materials and disposal of bio contaminants 202.08(4m)(e)7.				
* Pediatric first aid procedures 202.08(4m)(e)8.				
*Child abuse and neglect laws and reporting procedures 202.08(4m)(e)9.				
*Building and physical premises safety 202.08 (4m)(e)10.				
*A review of Chapter DCF 202 .				
The reporting requirements for the child care background check under s. DCF 13.07(3) and 202.08(1m)(b)5.-7.				
Before a driver who is not the operator first transports children, the operator shall review precautions in transporting children, including all the following with the driver: 202.08(9)(e)				

1. The procedure for ensuring that all children are properly restrained in the appropriate child safety seat. 2. The procedure for loading, unloading, and tracking of children being transported. 3. The procedure for evacuating the children from a vehicle in an emergency. 4. Behavior management techniques for use with children being transported. 5. Applicable statutes and rules affecting transportation of children 6. Pediatric first aid procedures. 7. Child abuse and neglect laws and reporting procedures. 8. Information on any special needs a child being transported may have and the plan for how those needs will be met. 9. Vehicle alarm operation, if applicable. 10. A written emergency plan to be followed in case of accidents, serious illness, severe weather alerts, and other relevant information. The emergency plan shall remain in the possession of the driver while en route.				
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