

## STAFF ORIENTATION CHECKLIST – GROUP CHILD CARE CENTERS

**Use of form:** This form is voluntary; however, completion of this form will facilitate the licensing process and verify compliance with HFS 46.05(2)(a) and 46.04(5)(a)5. of the Wisconsin Administrative Code. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules.

**Instructions:** Orientation must be documented for each new employee, substitute and regularly scheduled volunteer used to meet staff-to-child ratios within their first week at the center. Upon completion of orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and place the form in the staff record for review by the licensing representative.

Name – Staff Person (Last, First, MI)	Position	Start Date (mm/dd/yyyy)
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Name – Trainer	Position
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Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
Review of HFS 46, Wisconsin Rules for Group Child Care Centers				
Review of center policies required under s. HFS 46.04(2)(h) and (i)				
Review of the center contingency plans required under s. HFS 46.04(2)(i), including fire and tornado evacuation plans and the operation of fire extinguishers				
First aid procedures				
Job responsibilities in relation to the job description				
Training in: Recognition of childhood illnesses				
Infectious disease control				
Hand washing procedures				
Universal precautions for handling body fluids				
SIDS risk reduction procedure if licensed to care for children under 1 year of age				
<b>NOTE: Must be completed prior to beginning work</b>				
Schedule of activities of the center				
Review of child abuse and neglect laws and center reporting procedures				
Procedure for ensuring that all child care workers know the children assigned to their care and their whereabouts at all times				
Child management techniques				
Procedure for sharing information related to a child's special health care needs with each child care worker who may be assigned to care for that child				