

Family Child Care Homes
Substitute/Additional Adult/Volunteer Orientation Verification

Family child care regulations, COMAR 13A.15.06.03E, requires the child care provider to orient substitutes to certain child health and safety matters before allowing substitutes to provide or to assist in providing care. COMAR 13A.15.06.05A(2) requires the child care provider to orient volunteers to the same child health and safety matters before permitting the individual to perform volunteer duties. COMAR 13A.15.10.01.D requires the substitute and the additional adult to be trained on the contents of the written emergency and disaster plan. This forms provides verification that the substitute, additional adult or volunteer received the required orientation or training.

I _____ received information regarding the following subject matter on _____. *Substitute, Additional Adult or Volunteer must initial each subject matter covered below and sign the document.*

_____ **Location of the telephone and emergency telephone numbers**

_____ **Location of each child's emergency forms**

_____ **Authorized child release procedures**

_____ **Location of the first aid supplies**

_____ **Procedures for documenting and reporting child injuries and accidents**

_____ **Emergency evacuation procedure**

_____ **Permissible and appropriate child discipline procedures**

_____ **Medication administration information for each child authorized to receive medication**

_____ **Instructions for children with special needs, if applicable**

_____ **Modified diet information for each child placed on a modified diet**

_____ **Supervision and protection of each child in care**

_____ **Operation of the family child care home**

Other:

_____ **Contents of the written emergency and disaster plan. (*Substitute and Additional Adult*)**

Signature

Date

Printed Name

Substitute **Volunteer**
 Additional Adult