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 form 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

☐ Substitute  ☐ Volunteer

☐ Additional Adult

Printed Name

Family Child Care Substitute/Additional Adult/Volunteer Orientation Verification Form (Nov 2016)