

**Family Child Care Homes
Substitute Orientation Verification**

Family child care regulations, COMAR 13A.15.06.03E, require 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. This forms provides verification that the substitute received the required orientation.

I _____ received information regarding the following subject matter on _____. *Substitute 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:

Signature

Date

Printed Name