

Out of School Time Preservice Training Form

Name: _____

Preservice training consists of at least 2.5 hours of training for all employees and must be:

- Completed before (but not earlier than 6 months before) beginning job duties, or
- Completed no later than 10 working days after beginning job duties as long as the individual does not have unsupervised contact with any child in care before their preservice training is completed.

Topic	Date Completed
Job description and duties	
Section 7: Personnel and Training Requirements	
Section 8: Background Checks	
Section 9: Facility	
Section 10: Ratios and Group Size	
Section 11: Child Supervision and Security	
Section 12: Child Guidance and Interaction	
Section 13: Child Safety and Injury Prevention	
Section 14: Emergency Preparedness, Response, and Recovery	
Section 15: Health and Infection Control	
Section 16: Food and Nutrition	
Section 17: Medications	
Section 18: Activities	
Section 19: Play Equipment	

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Section 20: Transportation	
Section 21: Animals	
Disaster preparedness, response, and recovery	
Pediatric first aid and cardio pulmonary resuscitation (CPR)	
Children with special needs	
Safe handling and disposal of hazardous materials	
Prevention, signs, and symptoms of child abuse and neglect, including child sexual abuse, and legal reporting requirements	
Principles of child growth and development, including brain development	
Recognizing the signs of homelessness and available assistance	
A review of the information in each child's health assessment in the caregiver's assigned group, including allergies, food sensitivities, and other special needs	
An introduction and orientation to the children in care	
Date 2.5 hours of preservice training completed*	

*Training hours beyond the 2.5 hour preservice training may count toward annual child care training hours and should be recorded on your annual training form.

This form is provided for technical assistance purposes only. Providers may use this form if they choose, but are not required to use this form.