



**TRAINING RECORD FOR STAFF MEMBER TRAINED
IN DAY-TO-DAY OPERATIONS**

This staff member has been designated as and trained to be responsible for the early care and education and school-age center when the early childhood (EC) administrator or EC curriculum coordinator is not present (regulation #28) or for the school-age (SA) only center when the SA administrator or SA site coordinator is not present (regulation #78).

Name of staff member: _____

Qualified as: _____ **by DE First**

Topic Areas	Date of Training	Initials of Staff Member	Initials of Trainer
Emergency procedures			
Opening/Closing procedures			
Location of & access to child & staff files			
Supervision of children & staff			

Signature of Staff Member