**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 is not present (regulation #26) or for the school-age (SA) only center when the SA administrator is not present (regulation #88).

**Name of staff member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualified as:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **by DEEDS Early Learning (formerly DE First)**

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| --- | --- | --- | --- |
| **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 |  |  |  |

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 Signature of Staff Member