

STAFF ORIENTATION TRAINING

Name of Staff Member: _____

Beginning Date of Employment: _____

Job Title: _____

Orientation Training

Staff must receive training in the following areas by the end of the first day of assuming job responsibilities.

ELEMENTS	DATE	INITIALS
§ 3.12.A.1 Job responsibilities and to whom they report.		
§ 3.12.A.2 The policies and procedures listed in § 2.2 that relate to staff member's responsibilities.		
§ 2.2.A 1. <u>Operating information:</u> a. Purpose, scope, philosophy, and religious affiliations.		
b. Hours and days of operations and holidays and times closed.		
c. Forms or other written instruments for admission and registration of children.		
d. Fees and tuition and whether participation in school insurance is mandatory.		
e. Center phone number.		
f. Programs and services provided and the ages of children accepted.		
g. Organizational chart or other description of established line of authority for center management.		
h. Reasons/procedures for removal of children from rolls and amount of notice required for the patient or center before removal.		
i. Appendix I (Licensing Information)		

ELEMENTS	DATE	INITIALS
2. <u>Arrival and departure.</u> a. Policy about pick up of child after hours or non-pick-up.		
b. Policy for release of child only to responsible person for whom center has written authorization.		
c. Procedures for protecting children from traffic and other hazards during arrival/departure and when crossing streets.		
3. <u>Program and activities:</u> a. Discipline policies defining acceptable and unacceptable measures.		
b. Prevention of shaken baby syndrome/abusive head trauma including coping with crying babies, fussy, or distraught children		
c. Prevention of sudden infant death syndrome/use of safe sleeping practices		
d. Food and allergy policies.		
e. Transportation safety policies/procedures when transportation provided.		
4. <u>Health and emergencies:</u> a. Procedures for storing/giving children's medications. (1) Any general restrictions of the center;		
(2) Duration of the parent's authorization for medication, provided that it shall expire or be renewed after 10 working days. Long-term prescription drug use may be excepted if a form such as the one in Appendix II is completed and on file		
(3) Methods to prevent use of outdated medication.		
b. Policy for reporting suspected child abuse.		
§ 2.2.B 1. Procedures for caring for a child arriving late.		
2. Procedures to confirm absence of child when attending another program that day.		
3. Procedures for identifying where children are at all times including field trips.		

ELEMENTS	DATE	INITIALS
4. Procedures for lost/missing/ill/injured children and medical emergencies.		
5. Procedures for natural disasters – fire, flood or other severe weather.		
§ 3.12.A.3 Playground safety plan (if applicable).		
§ 3.12.A.4 Confidential treatment of information about children and families.		
§ 3.12.A.5 Minimum standards as related to job responsibilities.		

cc: Personnel File

Staff Member Signature: _____

Date of Signature: _____

Supervisor Signature: _____

Date of Signature: _____

