

## DOCUMENTATION OF STAFF ORIENTATION

Name of Employee: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

**Intent of rule:** Each staff member **hired on or after January 1, 2006**, who has contact with the children, will receive a minimum of **16** clock hours of on-site orientation. Within the **first two weeks** of employment, new employees must complete **6 clock hours of training and orientation in the first three topic areas listed below**. The remaining 10 clock hours of orientation must be completed within the first six weeks of employment. This orientation must include, but not be limited to, the contact areas identified in the chart below.

Topic	Training Provider (signature required)	Hours	Date
Recognizing symptoms of child abuse/neglect and the employee's duty to report suspected abuse/neglect <b>(within the first two weeks of employment)</b>			
Review of the center's operational policies and/or parent handbook, including the center's safe sleep policy for infants <b>(within the first two weeks of employment)</b>			
Review of adequate supervision of children <b>(within the first two weeks of employment)</b>			
Maintaining a safe and healthy environment			
Review of the child care licensing law, regulations and Child Care Handbook			
Review of the role of state and local government agencies, their effect on the center, their availability as a resource, and the individual staff responsibilities to representatives of state and local government agencies			
Observation of center operations			
Review of the center's purpose and goals			
Review of the individual job-specific duties and responsibilities and job description			
Overview of Enhanced Standards and Rated License Requirements			
Review of the center's personnel policies			
Other			
Other			

**"I have provided training in the topics listed above."**

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

**"I have received training in the topics listed above."**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date