

Center (CC/SC) New Staff Orientation Checklist



A certified child care center must ensure that all staff, including substitutes, receive an orientation within the first 10 days of hire and before unsupervised access to children.

Facility Name:

License #:

Hire Date:

Staff Full Name:

CBR Registry #:

Policies/Procedures to review:	Date
a) A review of the rules for certified child care centers	
b) The written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures and responding to medical emergencies, illness and injuries, allergic reactions, and other incidents	
c) The prevention and control of infectious diseases	
d) Building and premises safety including identification and protection from hazards such as electrical hazards, bodies of water, and vehicular traffic	
e) The handling and storage of hazardous materials and the appropriate disposal of bio contaminants	
f) Methods used to inform personnel of children's specific health, nutritional, and developmental needs	
g) Safe sleep practices and prevention of shaken baby syndrome and abusive head trauma	
h) The administration of medication	
i) The center policies, as required under OAR 414-305-0200, Policies	
j) Procedures for reporting suspected child abuse or neglect	
Other:	

Core Knowledge Category: Program Management

Training Hour(s): 2 hours

☐ **A statement signed and dated by the employee:** I have access to the center's policies, and the rules for the Certification of Child Care Centers.

Signature of person providing orientation

Staff signature

Date completed

***Submit the certificate to ORO. Keep this page in the employee's file.**



New Staff Orientation Training Certificate*

The following staff person:

Clearly print staff full name here

Has completed a new staff orientation at:

Facility Name

Facility CCLD License Number

Orientation Date: _____

Training Hour(s): 2 _____

Core Knowledge Category: Program Management

Signature of staff person

Authorized Signature (Director, Trainer, or Administrator)