



New Staff Orientation

All staff, including substitutes, must receive an orientation within 10 business days and before staff have unsupervised access to children.

Facility Name:

License #:

Hire Date:

Staff Full Name:

CBR Registry #:

Policy/Procedure Reviewed	Date
(a) A review of the applicable rule sets;	
(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 biocontaminants;	
(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, abusive head trauma and child maltreatment;	
(h) The administration of medication;	
(i) The program policies, and	
(j) Procedures for reporting suspected child abuse or neglect.	
Other:	

Core Knowledge Category: **Program Management** Training Hour(s): **2 hours**

Signature of person providing orientation:

Staff signature:

Date completed:

**Submit attached certificate to ORO when completed and signed. Keep this page the employee's file.*

New Staff Orientation Training Certificate

The following staff person

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)