

Staff Orientation Record

Employee/Volunteer Name:	Position:		
Date of Hire:			
Orientation Topic	Date of Training	Employee Initials	Name of Trainer
Center policies and training on:			
• Emergency preparedness & disaster & evacuation plans and procedures			
• Positive behavior management			
• Routine & emergency health care including health exclusions and prevention and response to emergencies due to food allergies*			
• Child accident & injury procedures			
• Administration of medication			
• Child care goals & program for children			
• Safe sleep procedures and prevention of sudden infant death syndrome (SIDS)*			
• Shaken baby syndrome and abusive head trauma*			
• Recordkeeping			
• Family involvement			
• Building and physical premises safety*			
• Safety & sanitation procedures			
• Handling and storage of hazardous materials*			
• Proper disposal of bio-contaminants*			
• Physical activity*			
• Screen time*			
• Photographing or videotaping children*			
• Release of children			
• Transportation, if applicable*			
• Food and nutrition services*			
• Smoking prohibition			
• Handling, storing, preparing, and feeding of breast milk and formula (if applicable)*			
Center personnel & administrative policies			
Delaware code child abuse and neglect reporting requirements			
Center's abuse & neglect reporting procedures			
Recognition of symptoms of:			
• Childhood illnesses & reportable communicable diseases			
• Child abuse and neglect			
Applicable federal and state laws			
• Title VI (non-discrimination)			
Delaware: Regulations for ECE & SA Centers:			
• Applicable rules for position			
• Location of a center copy			

I have been given orientation training with the opportunity to ask questions and receive clarification.

Employee/Volunteer Signature

Date

*Staff members hired before 1/1/16 need new training in these topics only, as long as they received a previous orientation that included all of the other topics listed.

Revised 3/2/2016