

STAFF ORIENTATION AND DEVELOPMENT RECORD

STAFF NAME:	POSITION:	YEAR/SCHOOL YEAR:	
<p>New Hire/Annual Orientation - <u>Required</u> Topics: Newly hired staff shall receive orientation training within 2 weeks of hire and before being left alone with children. <i>(up to 6 hours may be counted towards annual required training hours)</i></p>			
TOPIC	PROVIDED BY/DATE	TOPIC	PROVIDED BY/DATE
Supervising & Tracking Children		Implementing Center's Discipline Policy	
Center Operations, Policies, and Procedures		Health Practices Including Medication Administration, Responding to Symptoms of Illness	
Group Size Limits & Primary Caregiver Responsibilities		Safe Sleep Practices to Prevent SIDS <i>(if applicable)</i>	
Recognizing and Reporting Child Abuse or Neglect		Preventing Shaken Baby Syndrome and Abusive Head Trauma <i>(if applicable)</i>	
Evacuating the Center/Using Fire Alarms/Emergency Procedures & Lockdown		Recognizing and Responding to Injuries & Emergencies (Including the Prevention of and Response to Food-Related Allergies and Other Allergic Reactions)	
Implementing the Center's Release Policy		Including Children with Special Needs into the Center's Program	
Date Orientation Completed:		Staff Signature:	
# of Hours for Orientation:			
<p><i>Credentialed staff and designee(s) MUST complete a minimum of 20 hours of staff development per year. All other staff must complete a minimum of 12 hours of staff development per year. Hours can be logged below.</i></p> <p><u>RECOMMENDED TOPICS INCLUDE:</u> CHILD GROWTH & DEVELOPMENT, EDUCATIONAL & PHYSICAL ACTIVITY, SPECIAL NEEDS PROGRAMMING, SOCIAL-EMOTIONAL AND BEHAVIORAL DEVELOPMENT FOR YOUNG CHILDREN, ADA GUIDELINES, AND LEADERSHIP & ADVOCACY.</p> <p><i>INFANT/TODDLER TRAINING IS REQUIRED FOR ALL STAFF THAT WORK WITH CHILDREN UNDER 2.5 YEARS OF AGE.</i></p>			
NAME/DESCRIPTION	# OF HOURS	TRAINING DATE	TRAINING SOURCE/PRESENTER NAME <small>(Center; Conference; Outsource; etc.)</small>