

## STAFF ORIENTATION DOCUMENTATION

STAFF NAME: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

TRAINING DELIVERY METHOD: \_\_\_\_\_

ENTITY OR INDIVIDUAL PROVIDING THIS TRAINING: \_\_\_\_\_

DATE OF TRAINING: \_\_\_\_\_

SIGNATURE OF STAFF MEMBER RECEIVING THIS TRAINING: \_\_\_\_\_

DOCUMENTATION OF ORIENTATION TRAINING IS CONSIDERED PART OF THE STAFF MEMBER'S RECORD. **8VAC 20-780-240.I**

\_\_\_\_\_ **The Virginia Department of Education-sponsored orientation course shall be completed within 90 calendar days of employment. The certificate with the completion date should be maintained in the staff record.**

\_\_\_\_\_ **Within 30 days of the first day of employment, staff must complete orientation training in first aid and CPR, appropriate to the age of the children in care**

### **A. ORIENTATION / TRAINING FOR STAFF (8VAC20-780-240.C)**

*(staff shall receive the following training prior to working alone with children and no later than 7 days of the date of assuming job responsibilities)*

\_\_\_\_\_ Job responsibilities and to whom they report **8VAC 20-780-240.C.1**

\_\_\_\_\_ Policies and Procedures **8VAC 20-780-240.C.2**  
- listed in section D below/parent handbook below **8VAC20-780-420 A**

\_\_\_\_\_ Playground Safety Plan **8VAC 20-780-240.C.3**  
- include positioning of staff, screening play activities and circulating  
- method of maintaining resilient surface

\_\_\_\_\_ Child Abuse and Neglect / legal requirements for reporting **8VAC 20-780-240.C.4**

\_\_\_\_\_ Confidentiality **8VAC 20-780-240.C.5**

\_\_\_\_\_ Policies and Procedures on the administration of Medication **8VAC 20-780-240.C.6**

\_\_\_\_\_ Emergency Preparedness and Response Plan **8VAC 20-780-240.C.7**

\_\_\_\_\_ Prevention of Sudden Infant Death Syndrome / Safe Sleep Practices **8VAC 20-780-240.C.8**

\_\_\_\_\_ Prevention of shaken baby syndrome and abusive head trauma **8VAC 20-780-240.C.9**

\_\_\_\_\_ Prevention of and Response to emergencies due to food and other allergic reactions including: **VAC 20-780-240.C.10**

- A. Recognizing the symptoms of an allergic reaction
- B. Responding to allergic reactions
- C. Preventing exposure to the specific food and other substances to which the child is allergic
- D. Preventing cross contamination

\_\_\_\_\_ Prevention and Control of Disease **VAC 20-780-240.C.11**

**B. PROVIDED IN WRITING TO STAFF (8VAC20-780-240.D)**

*(staff shall receive the following, in writing, prior to working alone with children and within seven days of the first day of employment)*

\_\_\_\_\_ Procedures for supervising a child who arrives after classes or field trips have begun.  
**8VAC 20-780-240.D.1**

\_\_\_\_\_ Procedures to confirm absence of a child when the child is scheduled to arrive from another program or from an agency responsible for transporting the child to the center  
**8VAC 20-780-240.D.2**

\_\_\_\_\_ Procedures for identifying where attending children are at all times, including procedures to ensure that all children are accounted for before leaving a field trip site and upon return to the center  
**8VAC 20-780-240.D.3**

\_\_\_\_\_ Procedures for action in case of lost or missing children, ill or injured children, medical emergencies, and general emergencies  
**8VAC 20-780-240.D.4**

\_\_\_\_\_ Policy for any administration of medication  
**8VAC 20-780-240.D.5**

\_\_\_\_\_ Emergency evacuation, relocation, shelter-in-place, and lockdown procedures  
**8VAC 20-780-240.D.6**

\_\_\_\_\_ Precautions in transporting children, if applicable  
**8VAC 20-780-240.D.7**

\_\_\_\_\_ Other Topics: \_\_\_\_\_

ALSO TO BE PROVIDED TO STAFF IN WRITING

\_\_\_\_\_ **Written Parent Policies / Information 8VAC20-780-420 A**

- Philosophy and any religious affiliation
- Operating information, including the hours & days of operation & holidays or other times closed, & the phone number where a message can be given
- Transportation Policy
- Center's policies for the arrival & departure of children, including procedures for verifying that only persons authorized by the parent are allowed to pick up the child, picking up children after closing, and when a child is not picked up for emergency situations including inclement weather or natural or man-made disasters
- The center's policy regarding any medication or medical procedures that will be given
- The center's policy regarding application of:
  - o Sunscreen;
  - o Diaper ointment or cream; and
  - o Insect repellent
- Description of established lines of authority for staff
- Policy for reporting suspected child abuse as required by § 63.2-1509 of the Code of Virginia;
  - The custodial parent's right to be admitted to the center as required by § 22.1-289.054 of the Code of Virginia;
- Policy for communicating an emergency situation with parents
- The appropriate general daily schedule for the age of the enrolling child
- Food policies
- Discipline policies including acceptable and unacceptable discipline measures
- Termination policy

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_