

STAFF ORIENTATION AND DEVELOPMENT RECORD

STAFF NAME:		POSITION:		YEAR/ SCHOOL YEAR:	
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 staff development hours)</i>					
TOPIC	PROVIDED BY/ DATE	TOPIC	PROVIDED BY/ DATE		
Supervising & Tracking Children		Implementing the 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 SDS <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: # of Hours for Orientation:			Staff Signature:		

<i>Credentialed staff and designee(s) MUST complete a minimum of 20 hours of staff development per year.</i> <i>All other staff MUST complete a minimum of 12 hours of staff development per year. Hours can be logged below.</i> <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. <i>INFANT/TODDLER TRAINING IS REQUIRED FOR ALL STAFF THAT WORK WITH CHILDREN UNDER 2.5 YEARS OF AGE.</i>				
NAME/ DESCRIPTION	# OF HOURS	TRAINING DATE	TRAINING SOURCE (Center; Conference; Outsource; etc.)	PRESENTER NAME