

STAFF ORIENTATION

Name _____

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1. I have been trained in this facility's procedures for maintaining the health and safety of the children and how to handle emergencies and accidents. _____
(initials)

2. I understand and agree to carry out the responsibilities that I have been assigned. _____
(initials)

3. I have been trained in this facility's discipline procedures. _____
(initials)

4. I have been trained in recognizing and reporting suspected child abuse, neglect, or exploitation. _____
(initials)

5. I have been trained in this facility's procedures for releasing children to authorized individuals.

(initials)

Date Orientation Training was completed _____

First date of (unsupervised) employment _____

doh 8/05
hourly: staff orientation sample form