

## Documentation of Caregiver Orientation Training

For All Caregivers, Substitutes and Volunteers

Name of Caregiver \_\_\_\_\_ Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Requirement	Date Completed	Employee Initials
I have read and understand my job description and assigned duties.	____/____/____	
I have read and understand the center's written policies and procedures.	____/____/____	
I have read and understand the center's emergency and disaster plan.	____/____/____	
I have read and understand sections R430-100-11 through R430-100-24 of the child care licensing rules.	____/____/____	
I have received an introduction and orientation to the children I will be assigned to care for.	____/____/____	
I have reviewed and understand the information listed on the health assessments for the children I will be assigned to.	____/____/____	
I have been taught and understand the procedures for releasing children to authorized individuals only.	____/____/____	
I have been taught and understand how to clean up body fluids.	____/____/____	
I have been taught and understand the warning signs and symptoms of child abuse and neglect.	____/____/____	
I have been taught and understand the legal reporting requirements for witnessing or suspicion of child abuse, neglect, and exploitation.	____/____/____	
I have been taught and understand how to obtain assistance in emergencies.	____/____/____	
I have been taught and understand how to prevent shaken baby syndrome and how to cope with crying babies. (If the center provides care for infants.)	____/____/____	
I have been taught and understand how to prevent sudden infant death syndrome. (If the center provides care for infants.)	____/____/____	

**Date All Required Orientation Training Was Completed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**First Date of Unsupervised Caregiving:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Employee:** \_\_\_\_\_

**Signature of Director:** \_\_\_\_\_

This form is provided as a technical assistance suggestion only. Providers are not required to use this form.