§1719.A.B.C.D.

ORIENTATION TRAINING VERIFICATION

Name of Employee: _____

Date of Hire: _____

First Date Working: _____

Instructions: Each must be marked with a check to indicate the topic has been discussed and completed.

Within seven (7) calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive center-specific orientation to the below listed policies and practices of the center.

	Child Abuse Identification/Reporting including phone numbers for mandatory reporting and suspected child abuse and neglect		Child release policies and restrictions
	Location of Emergency Exits and Emergency Preparedness Plan		Child-to-Staff ratio policies
	Handling of emergencies due to food/allergic reactions		Daily Schedules
	Location of first aid supplies		Opening & Closing Policy
	List of children with allergies and special needs		Transportation policy and vehicle inspection procedures
	Identification of critical staff including but not limited to staff trained in CPR and first aid and staff who can administer medicine		Notification that parents' written consent to release as required by §1515.B. of this Part shall not be applicable to staff members' personal communication devices or accounts and shall only provide for the release of information, recordings, or photographs by the center.

By signing below, I am stating that the above information is true and correct.

_____ _____ _____ _____

Director Date Employee Date

Within seven (7) calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the department's Key Training Module 1 and the DCFS online Mandated Reporter Training.

	Department's Key Training Module 1 (Must have copy of certificate)		DCFS Online Mandated Reporter Training (Must have copy of certificate)

By signing below, I am stating that the above information is true and correct.

_____ _____ _____ _____

Director Date Employee Date

§1719.A.B.C.D.

ORIENTATION TRAINING VERIFICATION

Within 30 calendar days of the first day present at the center and prior to assuming sole responsibility for any children, each staff member shall complete the below training.

	Department's Key Training Module 2 (Must have copy of certificate)		Department's Key Training Module 3 (Must have copy of certificate)

By signing below, I am stating that the above information is true and correct.

_____ _____ _____ _____

Director Date Employee Date

All staff members responsible for transporting children shall receive additional orientation training in the following areas <u>prior</u> to assuming transportation duties

	Transportation Regulations, modeling how to conduct a proper vehicle passenger check. Staff to demonstrate to director how to conduct a proper vehicle passenger check.
	Proper Use of Child Safety Restraints required by State Law
	Proper Loading, Unloading and Tracking of Children as required by State Law
	Location of First Aid Supplies
	Emergency Procedures for the Vehicle, including Actions to be taken in the event of accident or breakdowns.

By signing below, I am stating that the above information is true and correct.

_____ _____ _____ _____

Director Date Employee Date