

ASP Staff Handbook Checklist

5.31 *Orientation training shall be conducted for every employee before they are left alone with children. This training shall be documented and shall cover material included in the Staff handbook and licensing regulations. Complete written information and the orientation training session shall include:*

- ☐ Basic knowledge of child growth and development
- ☐ Routine and emergency health protection of children including health related exclusions
- ☐ Safety and sanitation requirements including handling and storage of hazardous materials and disposal of bio contaminants
- ☐ Positive behavior management and child guidance
- ☐ Curriculum development policies and responsibilities
- ☐ Supervision of children
- ☐ Policies and procedures for reporting a missing child
- ☐ Child accident and injury procedures including building and physical premises safety
- ☐ Safe sleep practices
- ☐ Requirements for administration and storage of medication
- ☐ Emergency Response Plan and emergency procedures, including staffing emergencies, school closings, evacuation plans such as site evacuations in case of national or environmental emergency, lock-down procedures, responding to a sick or injured child and medical emergencies
- ☐ Use of fire extinguishers
- ☐ Nutrition and food safety including prevention of and response to emergencies due to food and allergic reactions
- ☐ Recordkeeping, including daily attendance procedures
- ☐ Transportation and child passenger safety
- ☐ Off-site activities (field trips)

- ☐ Release of children
- ☐ Respectful engagement of families, including daily communication with parents about their child's activities
- ☐ Preventing, recognizing, and reporting child abuse and neglect; including information about the signs and symptoms of sexual abuse, sexual violence, grooming processes, recognizing the dangers of child sexual abuse, and other predatory behaviors of sex offenders
- ☐ Recognition of and response to the symptoms of common childhood illnesses
- ☐ Preventing the spread of infectious disease
- ☐ Providing developmentally appropriate activities and experiences for children
- ☐ Inclusion of children with special needs
- ☐ Guidelines for volunteers
- ☐ Responsibility to comply with current applicable licensing regulations
- ☐ Staffing plans and definitions of related duties to include opening and closing procedures
- ☐ Afterschool Child Care Program licensing regulations website
- ☐ Employee complaint and grievance procedures
- ☐ Assuring children have extra clothes and diapers available