

CBCCPP Staff Handbook Checklist

7.1.3 Orientation of Staff: *The licensee, in consultation with the program director, shall establish written program policies and procedures and provide these to staff during an orientation training session approved by the Division prior to being left alone with children. Trainees under eighteen (18) years of age shall complete the orientation training within at least one (1) month of their first date of working with children. 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
- ☐ Supervision of children
- ☐ Child accident and injury procedures including building and physical premises safety
- ☐ Safe sleep practices
- ☐ Administration of medication requirements
- ☐ Emergency and evacuation requirements
- ☐ Nutrition and food safety including prevention of and response to emergencies due to food and allergic reactions
- ☐ Recordkeeping
- ☐ Transportation and child passenger safety
- ☐ Release of children
- ☐ Respectful engagement of families
- ☐ 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, partner staff, auxiliary staff, and business managers
- ☐ Responsibility to comply with current applicable licensing regulations
- ☐ Staffing requirements to include opening and closing
- ☐ Ensuring children have extra clothes and diapers available