

**REGISTERED MINISTRY CHILDCARE  
INITIAL STAFF ORIENTATION PLAN**

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Date of Hire** \_\_\_\_\_ **Date orientation began** \_\_\_\_\_ **Date orientation complete** \_\_\_\_\_

<b>Standard</b>	<b>Date Instructed</b>	<b>Date Competent</b>	<b>N/A</b>
1. Review of regulatory requirements			
2. Goals and philosophy of the facility.			
3. The names and ages of the children for whom the caregiver will be responsible, and their specific developmental needs.			
4. Any special health or nutrition need (s) of the children assigned to the caregiver.			
5. The planned program of activities at the facility.			
6. Routines and transitions.			
7. Acceptable methods of discipline.			
8. Policies and practice concerns relating to parents.			
9. Occupational health hazards for caregivers, including attention to the physical health and emotional demands of the job and special consideration for pregnant caregivers.			
10. Emergency health and safety procedures.			
11. Handwashing techniques and indications for handwashing.			
12. Diapering technique and toilet use including appropriate diaper disposal.			
13. Identifying hazards and injury prevention.			
14. Correct food preparation, serving and storage techniques if employee is involved with handling food.			
15. Knowledge of when to exclude children due to illness and the means of illness transmission.			
16. Formula preparation, if formula is handled.			
17. Standard precautions and other measures to prevent exposure to blood and other body fluids, as well as program policies and procedures in the event of exposure to blood/body fluids.			
18. Recognizing symptoms of illness and policy of when child will be sent home.			
19. Teaching health promotion concepts to children and parents as part of the daily care provided to children.			
20. Child abuse detection, prevention, and reporting.			
21. Medication administration policies and practices.			
22. Putting infants down to sleep positioned on their backs and on a firm surface to reduce the risk of Sudden Infant Death Syndrome.			
23. Proper cleaning and sanitizing schedules and procedures.			

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

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