§1719.A.B.C ORIENTATION TRAINING & KEY TRAINING MODULES

Name of Employee: _____

Date of Hire: ______ First Date Working: _____

For all Staff:

Within seven (7) calendar days of date of hire, Center Specific Topics Covered in Initial Orientation

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	

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

Director	Date	Employee	Date

For those staff who will be responsible for transporting children. The below must be received <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
Within seven calendar days o	of the first day present at the	center, and prior to assuming sole resp	ponsibility 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 M	odule1 (Must have	DCFS Online Mandated Reporter Training (Must have
copy of certificate)		copy of certificate)

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

Department's Key Training Module 2 (Must have copy of certificate)	Learning Activities
Department's Key Training Module 3 (Must have copy of certificate)	Health and Safety
Child Development	Early Learning Development Standards
Child Guidance	CPR and First Aid Certifications