

**DOCUMENTATION OF STAFF ORIENTATION
CENTERS: SCHOOL-AGE**

Name of Employee _____ Date of Employment _____

Rule 10A NCAC 09 .2510(i): Each center shall ensure that each new employee who is expected to have contact with children receives a **minimum of 9 clock hours of on-site orientation within the first six weeks of employment.** As part of this orientation, each new employee shall **complete six clock hours of orientation within the first two weeks of employment as listed in the top section of this chart.** The orientation pursuant to this Rule shall not be counted toward annual on-going training requirements.

Orientation Topics (Within the first 2 weeks of employment)	Date	Hours	Provider
Recognizing, responding to, and reporting child abuse, neglect, or maltreatment pursuant to G.S. 110-105.4 and G.S. 7B-301.			
Review of the center's operational policies, including the policy for transportation, identification of building and premises safety issues, the Emergency Preparedness and Response Plan, and the emergency medical care plan.			
Adequate supervision of children taking into account their age, emotional, physical, and cognitive development.			
Prevention and control of infectious diseases, including immunizations.			
Orientation Topics (Within the first 6 weeks of employment)	Date	Hours	Provider
Firsthand observation of the center's daily operations.			
Instruction in the employee's assigned duties.			
Instruction in the maintenance of a safe and healthy environment and developmentally appropriate activities for school-age children.			
Instruction in the administration of medication to children in accordance with 10A NCAC 09. 0803.			
Successfully complete CPR and First Aid.			
Review of the center's purposes and goals.			
Review of G.S.110, Article 7 and 10A NCAC 09 (Child Care Law and Rules).			
An explanation of the role of State and local government agencies in the regulation of child care.			
An explanation of the employee's obligation to cooperate with representatives of State and local government agencies during visits and investigations.			
Prevention of and response to emergencies due to food and allergic reactions.			
Review of the center's handling and storage of hazardous materials and the appropriate disposal of biocontaminants.			
Information about criminal history mandatory reporting.			
Information concerning the enhanced standards (Required for staff in programs earning two stars or higher).			
Additional Orientation Topics	Date	Hours	Provider

I attest that orientation was provided on the topics listed above.

Signature of Administrator _____ Date _____

I have received orientation in the topics listed above.

Signature of Employee _____ Date _____