

Licensed Child Care Center Orientation Checklist

Center Name:	License Number:
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First and Last Name:	Job Title:	Date of Hire:
Date Background Study Submitted:	First Date of Direct Contact with Children:	Total Orientation Hours:

Orientation training is required for every staff person before starting assigned duties and for all volunteers who will have unsupervised direct contact with or access to children.

Date	Training Requirement
	Orientation (MN Statutes section 245A.40, subdivision 1) Including: <ul style="list-style-type: none"> • The Center's Philosophy; • Child Care Program; • Procedures for maintaining health and safety, including: <div style="margin-left: 20px;"> Allergy Prevention and Response (MN Statute section 245A.41, subdivision 1) Handling and Disposal of Bodily Fluids (MN Statute Section 245A.41, subdivision 2) Emergency Preparedness (MN Statute section 245A.41, subdivision 3) Health Policies (MN Rules, part 9503.0140) Handling Emergencies and Accidents (MN Rules, part 9503.0110) Behavior Guidance (MN Rules, part 9503.0055) Reporting Requirements (MN Statutes 626.556 and MN Rules, part 9503.0130) Specific Job Responsibilities </div>
	Risk Reduction Plan Training (MN Statutes section 245A.66, subdivision 3) – Prior to unsupervised direct contact with children OR within 14 days of supervised direct contact with children.
	Program Drug and Alcohol Policy (MN Statutes section 245A.04 subdivision 1, (c)) – All license holders, employees, subcontractors, and volunteers must be trained on the policy.

Staff/Volunteer Signature:	Date Completed:
Signature of supervisor verifying accuracy of information:	Date Completed: