

**DOCUMENTATION OF STAFF ORIENTATION
CHILD CARE CENTERS**

Name of Employee _____ Date of Employment _____

Rule 10A. NCAC 09 .0707(a)(b): Each center shall ensure that each new employee who is expected to have contact with children receives a **minimum of 16 clock hours of on-site training and orientation within the first six weeks of employment.** As part of this orientation, each new employees shall **complete six clock hours of training within the first two weeks of employment as listed in the first six topic areas.** Training required pursuant to this Rule shall not be counted toward annual ongoing training requirements.

Orientation Training Topics (Within the first 2 weeks of employment)	Training Date	Training Hours	Training 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 center's safe sleep policy for infants, the Emergency Preparedness and Response Plan, and the emergency medical care plan			
Adequate supervision of children in accordance with 10A NCAC 09 .0714			
Information regarding prevention of shaken baby syndrome, abusive head trauma, and child maltreatment			
Prevention and control of infectious diseases, including immunizations			
Precautions in transporting children, if applicable			
Orientation Training Topics (Within the first 6 weeks of employment)	Training Date	Training Hours	Training 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; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic			
Instruction in the administration of medication to children in accordance with 10A NCAC 09. 0803			
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, their impact on the operation of the center, their availability as a resource			
An explanation of the employee's obligation to cooperate with representatives of State and local government agencies during visits and investigations			
Successfully complete Pediatric First Aid and CPR training as defined in Rule .0705(b) of this Section			
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 bio-contaminants			
Additional Orientation Training Topics	Training Date	Training Hours	Training Provider

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

Signature of Administrator _____ Date _____

I have received training in the topics listed above.

Signature of Employee _____ Date _____