

GCC/SAOrientationChecklist20140401

Number of hours of the orientation

Date of Completion

Signature of person conducting the orientation

Signature of Employee

- \_\_\_\_ Training: "An Introduction to Early Education and Care in Massachusetts" for new educators (within 60 days of hire) 7.09(9)
- \_\_\_\_ Training: "Look Before You Lock" for all staff (within 60 days of hire)
- \_\_\_\_ Training: "Reducing the Risk of SIDS in Child Care" for educators (prior to caring for infants)
- \_\_\_\_ Training: "Medication Administration: The Five Rights" for all educators who administer medication
- \_\_\_\_ Training must be completed before administering medication 7.11(1)(b)(1)
- \_\_\_\_ Training in recognizing common side effects and adverse reactions of medications for all educators (within 60 days of hire). 7.11(1)(b)(3)
- \_\_\_\_ Training on USDA nutrition requirements and in food choking hazards for all educators 7.12 (2) (a-b)

**EBC orientation requirements**

- \_\_\_\_ Employee's job description
- \_\_\_\_ Personnel policies
- \_\_\_\_ Statement of purpose
- \_\_\_\_ Statement of non-discrimination
- \_\_\_\_ Health care policy, including medication administration policies and infant sleep
- \_\_\_\_ Information in children's records pertaining to the education and care of the children
- \_\_\_\_ Confidentiality policy
- \_\_\_\_ Child guidance policies and procedures for protecting children from abuse and neglect
- \_\_\_\_ Suspension and termination policy
- \_\_\_\_ Emergency plans and procedures
- \_\_\_\_ Program plans
- \_\_\_\_ Referral procedures
- \_\_\_\_ Transportation plans
- \_\_\_\_ Procedures for parent visits, input, conferences and communication
- \_\_\_\_ Identification of the Department of Early Education and Care as the licensing authority
- \_\_\_\_ Availability of EBC Standards for the Licensure or Approval of Small Group and School Age and Large Group and School Age Child Care Programs at program

**Program orientation requirements 7.09 (17)(a)**

Documentation of orientation must be maintained in the personnel record of each employee. In accordance with 7.09(17)(a)1, an educator may not supervise or be solely responsible for children in care until this minimum orientation is provided.

**Staff Orientation Checklist**

THE COMMONWEALTH OF MASSACHUSETTS

**Department of Early Education and Care**

