



Child Care Employee/Caregiver Orientation

The items below must be reviewed with each employee/caregiver **before** work begins.

Employee/Caregiver Name:	Certified Child Care Provider Name:
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Item	Date Reviewed
Names and ages of children in care	
Certification Rules – DCF 202.08	
Specific information relating to a child’s special health care needs, including administration of medications, disabilities, allergies, or other special health conditions	
A review of children’s records including parent and emergency contact information	
Review of the certified child care provider’s plan for responding to emergencies	
Employee/caregiver must report to the operator within 24 hours or the next working day if the following occur: <ul style="list-style-type: none"> ○ Known convictions, pending charges or other offenses ○ Involvement with law enforcement ○ A threat to cause physical or serious emotional harm to any individual, including a child in care ○ A moving violation if the caregiver is a driver ○ Suspected abuse or neglect of a child by a provider, volunteer, or household member 	
Before working 240 hours, a substitute must complete all pre-service training.	

I agree that the information above was reviewed.

Employee/Caregiver Signature:	Date:
Certified Child Care Provider Signature:	Date: