



Employee Orientation Prior to Starting Work

The new employee orientation checklist is to be completed before an employee starts working directly with children. This checklist must be completed on all employees to meet licensing requirements.

As the supervisor and employee go through the checklist, each major component should be checked off to indicate it has been presented to the new employee. The employee and supervisor sign the form at the end. The original is filed in the employee's file and the employee receives a copy.

It is understood this is a very general review of all issues detailed with extensive training conducted later once the employee is on the job. An example includes first aid/CPR training. The supervisor needs to provide general information about what to do if a child is injured but the employee will need the first aid/CPR training to be adequately prepared to deal with illness or injury. The supervisor needs to acquaint each new employee with mandatory child abuse reporting guidelines but this does not take the place of the required 2-hour detailed training.

The attached forms should be administered to each teacher during the orientation . .

(Print this Form Front and Back)



**Proper Hand Washing is
Essential to Good Health!**

Children's Handwashing Rules

(Effective 8-25-10)

Children's hands shall be washed with liquid soap and warm running water as follows:

- Immediately upon arrival for care
- When moving from one child care group to another
- Upon re-entering the child care area after outside play



Before and after:

- eating meals and snacks
- handling or touching food
- playing in water



After:

- toileting and diapering
- playing in sand
- touching animals or pets
- contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood
- contamination by any other means



Staff Handwashing Rules

(Effective 8-25-10)

Personnel shall wash their hands with liquid soap and warm running water as follows:

- Immediately upon arrival for the day
- When moving from one child care group to another
- Upon re-entering the child care area after outside play



Before and after:

- diapering each child
- dispensing medication
- applying topical medications, ointments, creams or lotions
- handling and preparing food
- eating, drinking
- preparing bottles, feeding each child
- assisting children with eating and drinking



After:

- toileting or assisting children with toileting
- using tobacco products
- handling garbage and organic waste
- touching animals or pets
- handling bodily fluids such as, but not limited to, mucus, saliva, vomit or blood
- contamination by any other means





Blood & Body Fluid Safety



1 Blood, body fluids and soiled materials should **never** touch your skin.



2 Use disposable gloves or a protective barrier for safety.



3 Store soiled items in a plastic bag.



4 Clean and sanitize.



5 Place in a container lined with a plastic bag.



6 Wash your hands.

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MEDICATION POLICY

*Teachers DO NOT STORE or ADMINISTER
MEDICATION in the CLASSROOM*

If medicine is discovered in a child's personal belongings the teacher is responsible for:

1. Removing the medication from class
2. Placing Medicine in a Zip-Loc Bag
3. Labeling Medicine with the date and child's name
4. RETURNING medicine to parent at the end of day



TRAINING REQUIREMENTS

All Staff Members are required to complete the following annual training:

- A minimum of 24 hours of Child Care Training
- SafeServ (Food Service & Admin)
- Any additional training required for Quality Rating

All staff members must have completed within the first year of employment the following trainings:

6 Hour Health & Safety Orientation Complete 5-8 Days after Hired Date

- 2 Hour Transportation Training
- 2 Hours of Communicable Disease
- 2 Hours of Hygiene

Training and Fees associated with classes are the responsibility of the Staff Member.

Free Training Courses are available on the following websites: Each Team Member must complete a at least 30 hours of Training yearly

- www.prosolutions.com
- www.readrightfromthestart.com
- www.decal.ga.gov

Sign Up and Register all Training on Georgia PDS

- <https://gapds.decal.ga.gov/Login.aspx>



1 Child

Every hour, one child dies from an injury.



1 in 5

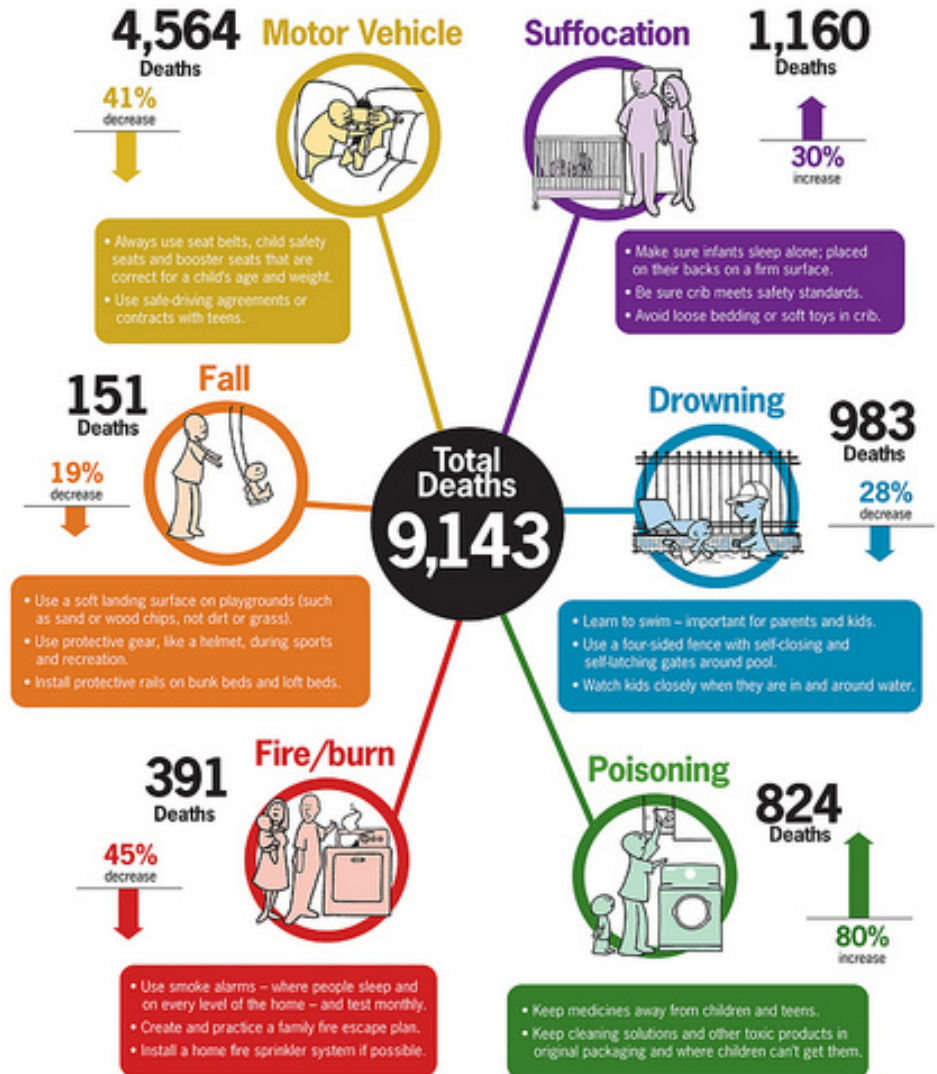
About 1 in 5 child deaths is due to an injury.



4 Seconds

Every 4 seconds, a child is treated for an injury in an emergency department.

Causes of child injury and prevention tips



Percentages show changes in death rates from 2000 to 2009. Deaths are from 2009. Total deaths include 1,070 from other causes.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

www.cdc.gov/vitalsigns
Your Source for Credible Health Information



FIRE SAFETY

All Staff Members are required to understand the Evacuation Routes for Fire Drills.

A successful fire drill includes:

- A TEACHER guiding ALL children safely according to the evacuation procedures
- A ROLL available upon exit to identify children are present
- VEHICLE EMERGENCY FORMS available to contact families of children

Keeping Baby Safe while sleeping

Sudden Infant Death Syndrome (SIDS) is the unexplained death of a seemingly healthy baby usually during sleep. Although the exact cause is unknown and all babies are vulnerable, certain sleep environments have been linked to an increased risk.

9 ways to help protect your baby from SIDS



Ensure the crib is properly assembled and if there is any question, call the manufacturer



Always place baby on his/her back to sleep



Remove everything other than the mattress and fitted sheet from the crib when baby is sleeping. No pillows, blankets, toys, or bumpers.



Use a blanket sleeper, never use loose blankets



Keep baby in Mom's room for the first few months, but in a separate sleeping area.



Do not over-clothe baby while sleeping, baby should be warm but not sweating or hot to the touch.



Keep a smoke-free zone around your baby



There shouldn't be more than a soda can's width between bars.



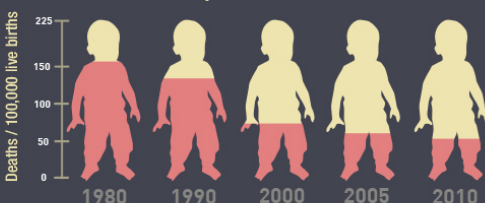
Once breastfeeding is established offer a pacifier.



Use a firm mattress with no more than two fingers width between the crib and mattress

Sudden Infant Death Syndrome (SIDS)

■ U.S. SIDS Mortality Rates - all races 1980-2010



Source: CDC and National Center for Health Statistics

Educate everyone who cares for your baby on these safe sleep rules

For more information about choosing nursery furniture, visit
simplybabyfurniture.com
world's largest baby furniture store



Components of Civil Rights Compliance

- ◆ Public Notification System
- ◆ Outreach and Education
- ◆ Data Collection
- ◆ Reasonable Accommodations
- ◆ Language Assistance
- ◆ Civil Rights Complaint Procedures
- ◆ Technical Assistance and Training
- ◆ Customer Service
- ◆ Conflict Resolution