

# ASSISTANT AND SUBSTITUTE PROVIDER ORIENTATION TRAINING DOCUMENTATION

Assistants and substitute providers shall receive orientation training prior to working alone with children and within seven (7) days of the date of hire on the following topics (Chapter 59 Family Day Care Homes § 59-26):

- \_\_\_ 1. Job Responsibilities
- \_\_\_ 2. Requirements for parental notifications listed in § 59-40
- \_\_\_ 3. Requirements of Arlington County Code Chapter 59 that relates to the assistant's or substitute provider's responsibilities.
- \_\_\_ 4. Location of emergency numbers, first aid kit, and emergency supplies
- \_\_\_ 5. Confidential treatment of information about children in care and their families
- \_\_\_ 6. Recognizing child abuse and neglect and the legal requirements for reporting suspected child abuse
- \_\_\_ 7. Family day care home's policies and procedures on medication administration
- \_\_\_ 8. Emergency preparedness and response procedures for emergency evacuation, shelter-in-place, relocation and lock-down.
- \_\_\_ 9. Prevention and control of infectious diseases
- \_\_\_ 10. Prevention of sudden infant death syndrome and use of safe sleep practices
- \_\_\_ 11. Prevention of shaken baby syndrome and abusive head trauma including procedures to cope with crying babies or distraught children

I, \_\_\_\_\_, acknowledge that I have received the orientation training  
Assistant or Substitute Provider's Printed Name  
listed above prior to working alone with children and within seven days of hire.

\_\_\_\_\_  
Assistant or Substitute Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date

# ASSISTANT AND SUBSTITUTE PROVIDER ORIENTATION TRAINING DOCUMENTATION

**Assistants and substitute providers shall receive orientation training by the end of the first 30 days of assuming job responsibilities on the following topics (Chapter 59 Family Day Care Homes § 59-26):**

- \_\_\_\_ 1. Child development including-physical, cognitive, social and emotional development, behavior management, and positive guidance techniques
- \_\_\_\_ 2. Prevention of and response to emergencies due to food and other allergic reactions including:
  - Recognizing the symptoms of an allergic reaction
  - Responding to allergic reactions
  - Preventing exposure to the specific food and other substances to which the child is allergic
  - Preventing cross-contamination
- \_\_\_\_ 3. 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
- \_\_\_\_ 4. Handling and storage of hazardous materials and the appropriate disposal of diapers and other items contaminated by body fluids
- \_\_\_\_ 5. Precautions in transporting children, if applicable

I, \_\_\_\_\_, acknowledge that I have received the orientation training  
Assistant or Substitute Provider's Printed Name

listed above within the first 30 days of assuming job responsibilities.

\_\_\_\_\_  
Assistant or Substitute Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date