

## Orientation

The 2016 Licensing Requirements for Child Care Programs requires programs provide orientation to new personnel per OAC 340:110-3-284(d)(3)(pg. 29-30). The required topics for orientation have also been revised. In the past only Child Care Centers were provided an orientation DVD entitled "Orientation for Child Care Center Professionals". Even though the training mentions child care centers, all programs may utilize this training for orientation. If your program has not received this DVD, you may request a copy or watch the training on-line at [cecpd.org](http://cecpd.org) (see below for instructions).

Some segments included on the DVD are outdated and additional topics will need to be added. Segments **no longer** meeting requirements include: Infection Control, Transportation and Licensing Requirements and should not be reviewed by personnel. Segments **not required** during orientation but programs may choose to have personnel review includes: Parent Perspective, Fire Safety, Severe Weather Preparedness and Director Perspective.

There are segments on the DVD that are still relevant. If your program chooses to use the DVD in order to meet the orientation requirement beginning 01-01-2016, new personnel will need to view portions of the DVD and also review other information as indicated below. OAC 340:110-3-284(d)(3)(pg. 29-30)-**Orientation**. Within one week of employment and prior to having sole responsibility for a group of children, personnel obtain orientation, as documented per OAC 340:110-3-281.3(b), that includes, at least a review of:

- (A) requirements;
  - read the 2016 Licensing Requirements for Child Care Programs and applicable addendums
- (B) infection control;
  - review of Infection Control (pgs. 163-171) in the revised 2015 Good Health Handbook (see below)
- (C) injury prevention;
  - review existing Injury Prevention segment
- (D) handling common childhood emergencies, including choking;
  - review existing Injury Prevention segment
- (E) reportable disease mandatory reporting;
  - review is included in 340:110-3-280-Reporting-Health department)(c)(pg. 14)
- (F) child abuse and neglect definition, identification, and mandatory reporting;
  - review existing Child Abuse and Neglect segment
- (G) appropriate use of discipline;
  - review existing Behavior and Guidance segment
- (H) transportation and general child passenger safety;
  - if applicable, review Supplement IV Child Passenger Restraint System
- (I) diaper changing;
  - if applicable, review is included with Infection Control in the revised 2015 Good Health Handbook- Appendices/Handouts (see below)
- (J) shaken baby syndrome or abusive head trauma;
  - if applicable, review existing Shaken Baby Syndrome segment
- (K) infant safe sleep environments;
  - if applicable, review is included in 340:110-3-296 Rest time-Infants (b)(1-2)(pgs. 60-61) and existing Sudden Infant Death Syndrome segment
- (L) program specific information, that includes, at least:
  - (i) policies and procedures;
  - (ii) emergency plans and procedures;
  - (iii) confidentiality of information regarding children and families;
  - (iv) personnel's assigned duties and responsibilities, such as classroom schedules and lesson plans; and
  - (v) methods used to inform personnel of children's special health, nutritional, and developmental needs.
  - the topics in (L) need to be provided by the program director as it addresses specific program information

To request copies of the DVD, call Child Care Services at 405-521-3561 or 1-844-834-8314. To view the training online at [cecpd.org](http://cecpd.org), refer to the Resource tab-OKDHS-OCCS videos (remember to refer to the list above for required segments).

The **revised** 2015 Good Health Handbook is located online at:

[http://www.ok.gov/health/Child\\_and\\_Family\\_Health/Maternal\\_and\\_Child\\_Health\\_Service/Child\\_and\\_Adolescent\\_Health/EarlyChildhood\\_Good\\_Health\\_Handbook/](http://www.ok.gov/health/Child_and_Family_Health/Maternal_and_Child_Health_Service/Child_and_Adolescent_Health/EarlyChildhood_Good_Health_Handbook/)