

## Director or designated staff is to provide early education orientation training to all staff members.

- Guiding statements of the program
- Curriculum implementation guidelines
- Observation and assessment guidelines and procedures
- Goals and philosophy of the program
- Monthly/yearly planned activities for program staff
- Program policy and procedures
- Appropriate classroom management techniques
- Skills for working with diverse families
- State minimum licensing requirements/regulatory requirements
- ACSI accreditation requirements
- Ethical expectations
- Routines and transitions in which the children in the program are engaged
- Profiles (strengths and needs) of children in respective class
- Discipline policies and procedures
- Communication with parents
- Mealtimes/snack times and food-handling policies
- Occupational health hazards
- Emergency health and safety procedures
- Emergency evacuation procedures
- General health policies and procedures including, but not limited to, the following:
  - Hand-washing techniques
  - Diapering techniques and toileting (including proper diaper disposal and diaper-changing techniques, where applicable)
- Child abuse/child neglect detection, prevention, and reporting
- Cleaning, sanitizing, and disinfecting procedures
- Universal precautions
- Blood-borne exposure plan
- Recognition of symptoms of illness, documentation of these symptoms, and implementation of ill-child policies that include the following:
  - Applying the program's policies regarding exclusion of ill children and readmission of them after illness
  - Documenting and administering prescribed medication if given to children during program hours by program employees
  - Notifying parents/guardians regarding a communicable disease occurring in children or staff
  - Assessing the health of children daily