

DOCUMENTATION OF ASSISTANT AND SUBSTITUTE PROVIDER ORIENTATION TRAINING

Assistants and substitute providers shall receive the following training by the end of their first week of assuming job responsibilities (Standards for Licensed Family Day Homes 22 VAC 40-111-200:

- ___ 1. Job responsibilities
- ___ 2. Requirements for parental notifications in § 650 of the Standards for Licensed Family Day Homes:

Parent must be notified:

- Daily about the child's health, development, behavior, adjustment, or needs
- When persistent behavioral problems are identified and such notification shall include any disciplinary steps taken in response.
- Immediately when the child:
 - Has a head injury or any serious injury that requires emergency medical or dental treatment;
 - Has an adverse reaction to medication administered;
 - Has been administered medication incorrectly;
 - Is lost or missing; or
 - Has died.
- The same day whenever first aid is administered to the child.
- Within 24 hours or the next business day of the home's having been informed, unless forbidden by law, when a child has been exposed to a communicable disease listed in the Department of Health's current communicable disease chart. Life-threatening diseases must be reported to parents immediately. The provider shall consult the local health department if there is a question about the communicability of a disease.
- Whenever the child will be taken off the premises of the family day home, before such occasion (except in emergency evacuation or relocation situations) and the provider will have written parental permission
- As soon as possible of the child's whereabouts if an emergency evacuation or relocation is necessary.

- ___ 3. The requirements of the Standards for Licensed Family Day Homes that relate to the substitute provider's or assistant's responsibilities
- ___ 4. Emergency evacuation, relocation, and shelter-in-place procedures
- ___ 5. Location of emergency numbers, first aid kit, and emergency supplies
- ___ 6. Confidential treatment of personal information about children in care and their families
- ___ 7. Requirement for paid caregivers to immediately report suspected child abuse and neglect to the local department of social services or the Child Abuse and Neglect Hotline

I, _____, have received the orientation training listed above.
Substitute or Assistant's Printed Name

Substitute or Assistant's Signature

Date

Provider's Signature

Date