



Out of School Time Program Renewal Application, Staff Orientation Training Form

(Please use blue or black ink only)

Program Name:

Please follow the attached instructions when completing this form. List all caregivers, substitutes, and volunteers who work with children who started after your last Announced Inspection. Use as many pages as needed to include all new staff. **In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place.** Your Licensing Specialist will review this completed form as part of your Announced Inspection.

Caregiver Names:										
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
First Day of Caregiving Duties: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
Topics Included in Training:	YES	NO								
R430-70-11 Supervision & Ratios										
R430-70-12 Injury Prevention										
R430-70-13 Parent Notification & Child Security										
R430-70-14 Child Health										
R430-70-15 Child Nutrition										
R430-70-16 Infection Control										
R430-70-17 Medications										
R430-70-18 Napping										
R430-70-19 Child Discipline										
R430-70-20 Activities										
R430-70-21 Transportation										
R430-70-22 Animals										
Job Description & Duties										
Program's Written Policies										
Program's Written Emergency Plan										
Orientation to Assigned Children										
Children's Health Assessments										
Procedures for Releasing Children										
Body Fluid Clean-up Procedures										
Abuse/Neglect, including Sexual Abuse, Signs & Reporting										
Obtaining Assistance in Emergencies										

Make as many additional copies of this 2nd page as you need to include all new staff hired since your last Announced Inspection.

Caregiver Names:										
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
First Day of Caregiving Duties: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
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