**Youth Camp Orientation Record**

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| Employee Name: |  | Position: |
| Date of Hire: |  |  |

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| **Orientation Topic** | **Date of Training** | **Employee Initials**  | **Name of Trainer** |
| * Emergency preparedness, \* disaster and evacuation plan and procedures
 |  |  |  |
| * Procedures for identifying and reporting suspicious behaviors or concerns within the camp
 |  |  |  |
| * Release of children
 |  |  |  |
| * Positive behavior management
 |  |  |  |
| * Routine and emergency health care including health exclusions, prevention, and recognition of the symptoms of childhood illnesses, including reportable communicable diseases\*
 |  |  |  |
| * Prevention and response to emergencies due to food allergies\*
 |  |  |  |
| * + Building and physical premises safety\*
 |  |  |  |
| * + Handling and storage of hazardous materials and proper disposal of bio-contaminants\*
 |  |  |  |
| * Child accident and injury procedures
 |  |  |  |
| * + Administration of medication
 |  |  |  |
| * + Recordkeeping (including documenting children and staff attendance)
 |  |  |  |
| * + Sanitation and safety procedures, including restricting access to children by unauthorized persons
 |  |  |  |
| * + Photographing or videotaping children
 |  |  |  |
| * + Transportation, if applicable\*
 |  |  |  |
| * + Smoking and vaping prohibition
 |  |  |  |
| * + Recognition of symptoms of child abuse and neglect
 |  |  |  |
| * + Delaware Code child abuse and neglect reporting requirements
 |  |  |  |
| * + The camp’s abuse and neglect reporting procedures
 |  |  |  |
| * + Applicable federal and state laws, including non-discrimination
 |  |  |  |

I have been given orientation training with the opportunity to ask questions and receive clarification on my job functions, licensing regulations, and camp policies and procedures.

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 Employee Signature Date

\*These training topics are met by completing the Health and Safety Training for Child Care Professionals. A certificate of completion is required.

Date completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach certificate)