

Administrator's Instructions for Using the New Staff Orientation



Dear Administrator,

The job you have is an important one, and hiring and orienting staff are two of the most critical job responsibilities you have. As you know, working with young children every day is an extremely rewarding career. But it also comes with a unique set of challenges. Training and preparing your staff for the rewards and challenges ahead is essential to their success and to the success of your program.

This orientation curriculum has been designed to provide new staff with the resources and information they need as they begin their employment with you. Completing this orientation will fulfill the staff orientation training requirement outlined in Rule 5101:2-12-25 OAC.

It is the Bureau of Child Care and Development's hope that this orientation will provide your program with tools to help new employees gain a better understanding of the essential role they play in keeping the children they work with every day safe and healthy.

Thank you for all of your hard work on the behalf of the young children in your care!

Introduction...

- The new staff orientation is designed as a web-based training (WBT). Staff members must have access to the internet in order to complete the training. The training can be completed either at the program or another location (employee's home, library, etc.)
- If your new staff member does not have access to the internet, you may obtain a copy of the orientation on a compact disk. When licensing rules are updated, changes will be made to the orientation curriculum to reflect these updates. For this reason, it is strongly recommended that every attempt be made to find a location where the employee can complete the orientation on-line in order to assure the most current edition is being used. **Please be advised that it is your responsibility as the administrator to assure you have the most current copy of the training.**
- A request can be made to: orientation_request@jfs.ohio.gov to receive a copy of the orientation on a compact disk. Please include your name, the name of your program and the mailing address of where you would like the disk delivered. Please include "Orientation Request" in the subject line. Please also explain the attempts that have been made to have the new employee access the training on-line, which were unsuccessful.
- There is also an accessible version of the orientation available on the internet for those individuals who are unable to use the web-based version.

Getting Started...

- Prior to having a new staff member complete the training, you should first review the training yourself. You will need to be familiar with the material in case the staff person has questions.
- The training is divided into eight modules. At the end of each module, participants are instructed to review center specific policies and procedures. These are available in the “attachment” tab found in the top right corner of the training. You are required to review these with the new staff member. Prior to having new employees complete the training, you should review these attachments to assure that your program has established policies and procedures for each of the items listed. It is recommended that these policies and procedures be put in writing and given to the new staff member as a reference. These policies and procedures should be specific to your program, and should be developed based on the needs of the program, the employees, and the families you serve.
- There are also activities and assignments available in the “attachment” tab found in the top right corner of the training. These are meant as a resource to reinforce the information found in the curriculum and the center specific policies and procedures you reviewed with the staff member. You can either print these out prior to the new employee beginning the training, or have them print them at the completion of each module. Although these are not required to be completed, it is recommended that you use them to assure the new staff member has an understanding of their job responsibilities as they relate to the topic areas covered. After the staff member has completed the activity and assignment, they should review their work with you or your designee.

Finishing Up...

- After your new staff member has completed the orientation curriculum, they should sign a copy of the [JFS 01246 Orientation and Policy Review Statement](#). A copy of the statement should be kept in the staff member’s file for review. The form must also be provided to the staff member (if requested) when they leave your employment.
- The training can be used to count as a maximum of five hours towards the employee’s required annual in-service hours.

