

Substitute Provider Orientation

Checklist



Program: _____

License #: _____

According to the Rule: OAR 414-350-0100(8)(f) "A caregiver substituting for the provider shall: Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a provider."

Child Care Licensing Division (CCLD) Rules:

- Knowledge of CCLD Rules
- OCC inspections – announced and unannounced
- Other agencies inspections – Health Authority, Food Program, etc.
- Reporting/Notification requirements

Provider Policies Regarding:

- Maintenance of building and grounds
- Monetary matters (if applicable)
- Emergency Plan(s)
- Emergency drills
- Parent communications, complaints and/or other issues
- Staff: trainings, schedules, issues, concerns, etc.
- Supervision of children, staff-to-child ratios, bathrooms, outside, nap time, etc.
- Program of activities for each age group
- Meals planning and preparation
- Plan for visitors
- Plan for volunteers (if applicable)
- Transportation (if provided)

Location of:

- CCLD Rule Book
- Emergency contact numbers of key people and/or agencies
- Children's files
- Staff files
- First Aid supplies and medications
- Parent handbook
- Staff handbook
- Provider policies and procedures
- Attendance records for staff and children

I have read and understand the CCLD rules.
I understand provider policies and procedures.
I understand that I am authorized to correct a deficiency that might be an immediate threat to children's health and safety when acting as the substitute provider and I feel confident in being able to deal with issues as they arise.

Substitute Provider Signature: _____

Date:

Provider Signature: _____

Date:

Training Hours: 2 **CKC:** PM (Program Management)