

CCL 400
6/2017

Kansas Department of Health and Environment
Bureau of Family Health
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Child Care Program: (785) 296 -1270 Fax: (785) 559-4244
Website: www.kdheks.gov/kidsnet



This LDCH/GDCH Review form is recommended but not required.

Facility Name: _____ License Number: _____

Name of Person conducting the orientation: _____ Date of Orientation: _____

Name of Person receiving orientation: _____

First Day of Employment: _____

K.A.R. 28-4-114a(a) Orientation. (2) Each applicant, each applicant with a temporary permit, and each licensee shall provide orientation to each individual who will be caring for children about the policies and practices of the facility, including duties and responsibilities for the care and supervision of children. Each provider shall complete the orientation before the provider is given sole responsibility for the care and supervision of children.

The following have been reviewed:

- Licensing Regulations
- Policies and practices for the LDCH/GDCH
- Emergency Procedures
- Behavior management and discipline practices
- Schedule of daily activities
- Supervision of children and includes any special needs or known allergies.
- Health and safety practices, i.e. safe sleep, storage of hazardous materials, etc.
- Confidentiality i.e. child records, taking and posting photos, etc.

Signature of Person receiving orientation

Date

Signature of Person giving orientation

Date