

ORIENTATION OF NEW EMPLOYEES

Employee Name: _____

Date Employed: _____

Orientation Date: _____

The following is a checklist of topics discussed with new employees:

ITEMS REQUIRED BY LICENSING RULES:

Prior to Contact w/Children or Food

- _____ Names, ages, specific needs of children assigned
- _____ Policy on confidentiality of record
- _____ Child Discipline Policy
- _____ Meal patterns, food handling policy
- _____ Emergency evacuation procedures
- _____ General Health Policy
- _____ Universal Precautions Training
- _____ Health Hazards
- _____ Diapering Procedures
- _____ Handwashing Procedures
- _____ Feeding of infants/toddlers
- _____ Policy for correcting ratios
- _____ Continuity of Care Policy

Within First Two Weeks

- _____ Child abuse and neglect detection, prevention, reporting procedures
- _____ Developmentally appropriate practices
- _____ Program goals and philosophy
- _____ Daily schedules, routines, transitions
- _____ Recognizing symptoms of illness
- _____ Cleaning, sanitizing, disinfecting procedures
- _____ Special needs Inclusion policy
- _____ Center confidentiality policy
- _____ Specific special needs training
- _____ Licensing rules
- _____ Parent Communication policy

OTHER

I. Paperwork

- | | |
|----------------------------------------------|------------------------------------------------|
| _____ Application complete | _____ Purchase requisitions & purchase orders |
| _____ Criminal History Check | _____ Mileage reimbursement |
| _____ W-4 completed | _____ Extra hours request |
| _____ Time Sheet | _____ Petty cash |
| _____ Physical form with TB test | _____ Driver's License |
| _____ Job Description (explained and signed) | _____ Social Security card |
| _____ Personnel Policies and Procedures | _____ I-9 completed |
| _____ Parent Handbook | _____ Signed Emergency Treatment authorization |
| _____ Drug Screening | |

II. Benefits

- | | |
|--------------------------------------------------------------------------------------|-------------------------------|
| _____ Vacation/Personal/Sick Days | _____ Pay Schedule |
| _____ Staff evaluations | _____ Health/Medical Benefits |
| _____ Leave with/without pay | _____ Salary |
| _____ Paid Holidays | |
| _____ Other benefits (tuition reimbursement, child care reduction, retirement, etc.) | |

III. Work Environment

- Reporting an absence policy
- School routine/hours
- Staff schedules
- Staff Breaks/Meals
- Naptime Policy
- Leaving building during work hours
- Snacking/Drinking Policy in classrooms
- Glass containers in classrooms policy

- Housekeeping/Office Supplies
- First Aid Certification
- First Aid Supplies
- Opening/closing procedures
- Phone calls/messages
- Smoking Policy

IV. Tour

- Tour of other sites if applicable
- Meeting with Executive Director
- Adult Restroom
- Fiscal Department
- Smoke detectors
- Fire Extinguishers
- Kitchen
- Parent Bulletin Board
- Supplies
- Menu

VII. Training & Educational Opportunities

- Staff Meetings
- Library/Video materials
- Tuition Reimbursement
- In-Service Training
- Workshops

V. General Duties

- Attendance
- Parent Conferences
- Notes to Parents
- Working with Special Needs Children
- Working with other staff
- Equipment repair/care
- Medication (dispensing)
- Accident/Incident report form
- Children's Files (pull & explain)
- Intake Agreement
- Emergency Information
- Pick-up permission
- Allergies
- Child Information Form
- Self-Evaluation

VIII. The Agency

- General Purpose/Philosophy
- Sources of Funding
- Organizational Structure
- Other programs

IX. Working with Children/Classroom Management

- Discipline Policy/Procedures
- Curriculum
- Children Entering/Leaving Bldg.
- Learning Through Play
- Integration
- Food/Meals as Learning Exper.

VI. Classroom Observers (WHO & WHY)

- Administration
- Child Care Licensing Unit
- Child Care Health Unit
- CACFP Program
- Title XX
- United Way
- Parents
- High School & College students
- Accrediting Agencies

X. Other

- Supervisory responsibilities
- Reporting to Supervisor
- Field Trips
- Lesson Plans
- Planning Periods
- Telephone Etiquette
- Socialization
- Parking
- Dress Code

Date of Orientation: _____

Employee Signature: _____

Supervisor Signature: _____