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

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

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

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

VII. Training & Educational Opportunities

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

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.

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: ______________________