**Staff Orientation Checklist** 

This section contains a number of tools to help you plan your new staff’s first few days. You will find a model checklist for orientation; several days of orientation schedules; and structured observation forms for the new employee to complete during his/her visits in other teachers’ classrooms.

Welcome

Welcome

Introduction to Staff and Families

Tour of facility; identify bathrooms, break room, emergency exits, etc.

Share timeline for overall Orientation and expectations

Share philosophy and mission of the program

Overview of your organization’s various programs

Human Resources

Criminal Background Check/Finger Printing

Health/Immunization Records

Staff Emergency Information

Benefits Overview (if applicable)

Salary, Pay Schedule and Direct Deposit

Keys and Building Access

Storage of Personal Belongings

Time Sheet Protocol

Absence procedure

Complete Federal and State Employment Paperwork (I-9, W-4, etc.)

Employee Handbook

Professional Development Expectations

* Ongoing Training and Workshop Certificates
* Professional Development Plan
* Performance Appraisal

Goal Setting

Trainings

Child management techniques

Sudden infant death syndrome (SIDS) training

Fire and evacuation plans

First aid procedures

Infectious Disease Control Training

Child Abuse and Maltreatment Training

Emergency evacuation procedures

Medical administration

Meal patterns/food handler’s certificate

Program Operations

Class Ratios

Class Schedule

Classroom Management Expectations

Lesson Planning

Organizational Chart

Policy and Procedures

Family Handbook

General health policy

* Diapering procedures
* Handwashing procedures
* Feeding of infants/toddlers
* Recognizing symptoms of illness
* Cleaning, sanitizing, disinfecting procedures
* Health checks
* Ill or injured children
* Infection prevention

Policy for correcting ratios

Continuity of care policy

Special needs inclusion policy

Specific special needs training

Licensing rules

Lost or missing child

Playground safety

I understand and agree to abide by the policies, guidelines and procedures discussed and resources provided to me.

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Staff Signature Date

I verify that the policies, guidelines, and procedures listed above were discussed during the orientation.

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Supervisor Signature Date