**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.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature Date

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

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date