



EMPLOYEE ORIENTATION & TRAINING CHECKLIST

1. JOB DUTIES

- ☐ Job description and Performance Review
- ☐ Work Schedule, attendance and punctuality
- ☐ Licensing standards that relate to the staff members responsibilities
- ☐ Requirements for continued employment (staff qualifications, training, first-aid/CPR)
- ☐ Plan for professional development
- ☐ Plan for annual evaluation
- ☐ Description of established lines of authority for staff
- ☐ Introductory Period
- ☐ Required Paperwork: W4, I9, emergency contact info, direct deposit, application/resume

2. BASIC POLICIES AND PROCEDURES

- ☐ Time Off (holidays, leave, vacation, sick, etc.) explain in detail for each area covered
- ☐ Benefits (health, Life, retirement, child care, etc.) share plan documents
- ☐ Staff handbook policies (dress code, phone calls, smoking, breaks, etc.) handbook distributed ahead of time
- ☐ Operating information, including the hours and days of operation and holidays or other times closed, and the phone number where a message can be given to staff
- ☐ Fiscal policies – purchase order request, reimbursement form
- ☐ Procedures to Open or Close the child care center
- ☐ Copy of written policies and procedures received - Provided signature upon receipt of policies and procedures

3. CENTER OPERATIONS

- ☐ Child Development information and center philosophy about care of children
- ☐ Referral process for children with different abilities and needs
- ☐ Recognizing and reporting abuse and neglect
- ☐ Emergency procedures
- ☐ Safety and security
- ☐ Confidentiality - the treatment of personal information about children in care and their families
- ☐ Infectious disease policy
- ☐ Medication administration
- ☐ Hand washing policy

- ☐ Discipline policy for children
- ☐ Visitor policy
- ☐ Tour of facility and introduction to other staff
- ☐ Policies for the arrival and departure of children, including procedures for verifying that only persons authorized by the parent are allowed to pick up the child, picking up children after closing, when a child is not picked up for emergency situations including but not limited to inclement weather or natural disasters
- ☐ What to do when approved adult picking up a child appears unable to safely operate a vehicle
- ☐ Where is the center's license posted?
- ☐ Where are the state licensing rules kept in the center?
- ☐ What age groups are served at this center?

4. DO YOU KNOW? ALL INFORMATION LISTED BELOW IS IMPORTANT FOR YOU TO KNOW. IF YOU DO NOT KNOW SOMETHING LISTED BELOW AFTER YOUR ORIENTATION HAS ENDED, PLEASE FOLLOW-UP AND ASK ABOUT IT.

- ☐ How parents should sign in and out? How to handle special pickup instructions?
- ☐ What is expected of you in greeting children and parents as they arrive and depart?
- ☐ What are your responsibilities as you come on and go off a shift?
- ☐ How to set up and carry out lunch and snack procedures?
- ☐ How to clean up after snacks and lunch?
- ☐ Where to locate breakfast, lunch and snack menus?
- ☐ How to properly use the microwave and other kitchen equipment?
- ☐ What are the procedures for food preparation and food storage?
- ☐ What are the procedures for washing hands?
- ☐ What are the procedures for brushing teeth?
- ☐ How to carry out nap procedures?
- ☐ What are the procedures for brushing teeth?
- ☐ How to carry out toileting and toileting accidents for preschoolers?
- ☐ How to carry out diapering and toileting procedures for infants and toddlers?
- ☐ Where are children's extra clothes and diapers located?
- ☐ What are the procedures for walks outdoors and field trips?
- ☐ Where to record when a child needs more supplies (food, clothes, etc.)?
- ☐ What are the procedures for children who borrow diapers/clothes/food?
- ☐ What are the procedures for recording wet diapers, BMs, diaper rash, etc.?
- ☐ When and how to sanitize toys and equipment?
- ☐ How to record completed tasks?
- ☐ What cleaning is done daily and where that list is posted? How to request cleaning supplies?
- ☐ When to use and replenish sanitizer spray bottles?
- ☐ Where the children's files are located and what they include?
- ☐ Where weekly lesson plans are posted?

- ☐ Where learning materials are stored (arts, dramatic play, cognitive, musical instruments, etc.)?
- ☐ Where are seasonal decorations stored?
- ☐ What are the rules for personal blankets and other items that are brought to the center?
- ☐ How to fill out attendance sheets?
- ☐ Where daily records are kept?
- ☐ Where the children's record are posted (parent permission, medications, birthdays, allergies, etc.)?
- ☐ What are the procedures for caring for a child who is ill?
- ☐

My signature below indicates that I have received a copy of this document and an orientation about the child care program.

Employee Signature: _____ **Date:** _____

Director's Signature: _____ **Date:** _____