

STAFF ORIENTATION PLAN - CHECKLIST

Employee's Name: _____

Position: _____ Start Date: _____

Welcome! This is your orientation checklist. We will be sharing information with you about your new job. This orientation is intended to help you understand what you need to know to do your job well. However, please take every opportunity to observe and be responsible for your own learning. Be sure to check each item under "Orientation" and "Do You Know" as the information is covered with you and discuss any questions or comments you may have with your supervisor or the Director.

ORIENTATION - Areas listed below should be covered with you. If an area is not covered, please be sure to follow-up and ask about it.

- Work schedule, attendance, and punctuality
- Job description and performance evaluation
- Requirements for continued employment (staff qualification, training, first-aid/CPR, etc.)
- Action resulting in termination of employment (progressive discipline process)
- Benefits (holidays, leave, vacation, sick)
- Child development information and center philosophy about care of children
- Center requirements (dress codes, phone calls, smoking, bathroom and other breaks, etc.)
- Referral procedures for children with different abilities and needs
- Recognizing and reporting abuse and neglect
- Emergency procedures
- Safety and security
- Confidentiality
- Infectious disease policies
- Allergies and other special needs
- Hand washing policy
- Discipline policy for children
- Visitor policy
- Tour of facility and introduction to other staff
- Plan for professional development
- Plan for annual evaluation
- Copy of written policies and procedures received
- Provided signature upon receipt of policies and procedures

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 find the children's food chart?
- Where to find the bottle preparation chart?
- 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?
- 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?
- 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?
- How to fill out daily report 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?
- What are the record keeping procedures for ABC children?

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: _____