Sample New Staff Orientation Checklist

___________________  ___________________  ________________
(Program name)       (Staff Name)          (Date of Hire)

Please initial each of the following categories as they are reviewed/discussed:

_______ Tour of the center
  • Classrooms
  • Staff break rooms, bathrooms
  • Outdoor Playground Areas

_______ Program Policies
  • General Operating Policies
    1. Days, Hours of Operations
    2. Staff & Child Attendance
    3. Enrollment of Children
    4. Communication with Families/ Parent Involvement/ Parent Access to Program
    5. Child Health Policy & Individual Care Plans
    6. Administration of Medications Policy
    7. Withdrawal & Termination of Children
  • Hand washing/ Diapering Policies
  • Incident/Accident Reporting
  • Abuse/ Neglect Policy (Including mandated reporting information)
  • Supervision of Children Policy (indoors and outdoors)
  • Closing time Plan
  • Child Behavior Management Techniques
  • Emergency Plans & Procedures
  • First Aid & CPR Procedures
  • Consultant Roles

_______ Personnel Policies (Review of Staff Handbook)
  • Job Descriptions (Chain of Command)
  • Professional Development Requirements (Annual Policy review)
  • Employee Benefits
  • Probationary period
  • Supervision & Discipline of Staff

_______ Curriculum Guidelines/ Planning
  • Daily Schedule
  • Activities choices

The above information concerning Policies & Procedures has been reviewed with me.

_____________________________  ___________________
(Staff Signature)              (Date)