

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)