

Orientation of New Employees  
(Note: Adjust to meet your program needs.)

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_ Start Date: \_\_\_\_\_ Date(s) of Orientation: \_\_\_\_\_

These items must be on file:

- |  |  |
|--|--|
| <input type="checkbox"/> Application                                 | <input type="checkbox"/> Code of Ethics -- signed  |
| <input type="checkbox"/> W-4   | <input type="checkbox"/> Criminal History verification   |
| <input type="checkbox"/> WH-4  | <input type="checkbox"/> Negative TB test  |
| <input type="checkbox"/> Copy of driver's license                    | <input type="checkbox"/> Physical form (within 30 days)  |
| <input type="checkbox"/> Current first aid/CPR documentation         | <input type="checkbox"/> Emergency treatment authorization                                       |
| <input type="checkbox"/> Universal Precautions training verification | <input type="checkbox"/> Copy of diploma/transcripts from<br>highest level of education attained |
| <input type="checkbox"/> Job description/contract – signed           | <input type="checkbox"/> Child Protection form (CPI)   |
| <input type="checkbox"/> Criminal history information                |  |

The following will be discussed with all new employees:

1. History, mission, philosophy of the early childhood program
2. Employee policies:

<input type="checkbox"/> Salary; pay schedule	<input type="checkbox"/> Probationary period
<input type="checkbox"/> Benefits	<input type="checkbox"/> Staff evaluations/pay raises
3. Work environment:

<input type="checkbox"/> Staff schedules	<input type="checkbox"/> Leaving building during work hours
<input type="checkbox"/> Reporting an absence	<input type="checkbox"/> Opening/closing procedures
<input type="checkbox"/> Staff breaks/meals	<input type="checkbox"/> Cell phones
<input type="checkbox"/> Snacking/eating in classroom	<input type="checkbox"/> Smoking/alcohol/drug policy/drug testing
<input type="checkbox"/> Parking	<input type="checkbox"/> Supply orders/repairs
<input type="checkbox"/> Dress code/professional appearance	<input type="checkbox"/> Emergency procedures for bad weather
<input type="checkbox"/> Confidentiality	
<input type="checkbox"/> Occupational health hazards	
4. Tour:

<input type="checkbox"/> Classrooms	<input type="checkbox"/> Restrooms
<input type="checkbox"/> Supplies/resources/storage	<input type="checkbox"/> Fire extinguishers
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Location/operation of smoke detectors
<input type="checkbox"/> Break room	<input type="checkbox"/> Location and operation of gas, electric, water shut-off valves
<input type="checkbox"/> Playground	<input type="checkbox"/> Evacuation cribs (if applicable)
<input type="checkbox"/> First aid kits	
<input type="checkbox"/> Emergency supply tubs	
<input type="checkbox"/> Flashlights (emergency lighting)	
5. Handbooks:

<input type="checkbox"/> Staff handbook (to be signed)	<input type="checkbox"/> Parent handbook
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6. General duties:

- Arrival of children
- Attendance
- Dismissal of children
- Parent communication
- Working with other staff
- Supervision of children

7. Working with children:

- Names, ages, specific needs of children assigned (including food allergies)
- Location of children's records
- Children's emergency information
- Authorization pick-up information
- Discipline policy
- Curriculum
- Learning through play
- Developmentally appropriate practice
- Injury/accident reports
- Schedule/routines/transitions
- Lesson plans
- Assessments/anecdotal notes
- Parent/teacher conferences

8. Policies/procedures:

- Handwashing
- Food handling (including formula if applicable)
- Cleaning/sanitizing/disinfecting
- Emergency evacuation procedures (fire, tornado, earthquake, lockdown)
- Medication storage and use
- Illness (including exclusion of children/staff)
- Diapering (if applicable)
- Toilet training
- Safe sleep (if applicable)
- Child abuse/neglect (and reporting)
- Class ratios/adjusting ratios
- Biting policy
- Transportation (if applicable)
- Emergency meal plan
- Lice policy

9. Professional development:

- Staff meetings
- Professional development hour requirements
- In-service trainings
- Workshops/conferences

10. Other: \_\_\_\_\_

\_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be signed and kept in the employee's file.

