Orientation Checklist- (0-5)   Sites

reach❤DANE

Checklist must be completed within the first week of employment (5 working days)
Indicate NA if does not apply, do <u>not</u> leave blank

Teacher, Teacher Assistant, Center Aide, Family Outreach Worker, Family Advocate, Nutrition Service Provider, Transportation Specialist, Student Teacher, Site Director, Special Needs Aide, Center Based Family Specialist, Educational Services Support staff (please circle)

Employee_____   Supervisor_____   Program_____

Start Date_____   Site Orientation Start Date _____

IMPORTANT: SIDS POLICY review *<u>must</u>* be completed prior to working with children if the site is licensed for children less than one year of age. Date completed: _____
TRACKING PROCEDURE *<u>must</u>* be completed before working with children. Date completed: _____

Building Tour

- ❑ Break room, personal storage, adult bathroom
- ❑ Fire Extinguisher location and operation
- ❑ Fire alarms/smoke detectors
- ❑ Emergency exits
- ❑ Fuse box and thermostats
- ❑ Extra forms
- ❑ Consumables, extra supplies
- ❑ Telephones with posted emergency numbers
- ❑ Parent and Employee bulletin boards and all required postings
- ❑ Teacher resources

- ❑ Health Action Binder (yellow)
- ❑ Location and use of first aid and universal precautions kit
- ❑ Location and procedure for Medical log
- ❑ Location/procedure for medications (lock box and key)
- ❑ Performance Standards, Blue Book, Licensing Regulations, Accreditation
- ❑ Smoke Free Environment (Where smokers must go)
- ❑ Playground
- ❑ Keys, parking, windows, security, safety, office equipment (fax, computer and copier)

Job Orientation

- ❑ Job description (provide copy and review)
- ❑ Performance Expectations and Review Process
- ❑ Registry application (Teacher and Supervisors only)

- ❑ Professional Development Plan (within 30 days)
- ❑ Training /PD/All Staff/staff meetings
- ❑ New Employee Period (60 working days: Supervisors 6 mo.)
- ❑ Education Requirements for position/licensing

Health and Safety

- ❑ Close supervision within sight and sound of children at all times
- ❑ **Child Attendance/tracking procedures/form**
- ❑ **Received copy of Child Tracking Policy**
- ❑ Posted emergency numbers
- ❑ Location of child emergency cards
- ❑ Accident/injury First Aid procedure/child/adult
- ❑ Notifying parents of injury, illness, (mandate for all head/face injury)
- ❑ Recognition of illness/isolation/exclusion
- ❑ SIDS Training

- ❑ All chemicals/dangerous substances discussed
- ❑ Hand washing procedures/Sanitation
- ❑ Procedure for children with allergies
- ❑ Child abuse/neglect reporting procedure; SCAN
- ❑ Nebulizer treatments/other health concerns
- ❑ Dress code/footwear policy
- ❑ Evacuation backpack
- ❑ Emergency procedures/fire & tornado drills
- ❑ Diapering and toileting procedures
- ❑ Staff safety during bus route (part-day only)
- ❑ Bus Curriculum (part day only)

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reach DANE

Center / Classroom Communication

- ❑ Scheduled days/hours/breaks/overtime
- ❑ Request for time off, payroll procedure
- ❑ Posted schedule of site director
- ❑ Staff emergency cards/ phone list
- ❑ Personal phone calls/cell phone policies
- ❑ Bus safety procedures (part day only)
- ❑ Review of Child Care licensing book
- ❑ Kitchen & classroom partnerships
- ❑ Program mission and goals / accreditation
- ❑ Classroom and site newsletter for parents
- ❑ Chain of Command

- ❑ Team meeting/ center meeting schedule, agenda input, minutes
- ❑ Agency calendar/trainings/site specific dates
- ❑ Clear/respectful communication/confidentiality
- ❑ Being a cooperative team player within classroom and site
- ❑ Working with parents/families/volunteers /parent handbook
- ❑ Monthly In-Kind
- ❑ Cleaning schedule & responsibilities
- ❑ Opening/closing procedures

Program Management

- ❑ Daily schedule for classroom
- ❑ Developmentally appropriate lesson plans/diversity
- ❑ Curriculum/anecdotal notes/Creative Curriculum/GOLD/HELP
- ❑ I/T "My Day" sheets
- ❑ Daily classroom task responsibilities
- ❑ Transitions
- ❑ Meal times/nutrition curriculum
- ❑ Tooth brushing procedures
- ❑ Integrating bus/nutrition/parents/classroom
- ❑ DPI Production Records/Attendance Meal Count

- ❑ Nap time procedures/quiet time, if applicable
- ❑ Positive Guidance policy
- ❑ Interest centers/facilitating play
- ❑ Outdoor play: interactions, supervision, safety
- ❑ Field trip procedures
- ❑ Special needs of children (including IEP / IFSP)
- ❑ Nutrition Experience by TA
- ❑ Specific strategies for individual children
- ❑ Roles of team members in classroom management
- ❑ Communication Systems (phone, voicemail, mail system, fax, **e-mail** and agency newsletter)

Interactions with Children

- ❑ Respect/Kindness/patience
- ❑ Acknowledging feelings
- ❑ Welcoming children and parents
- ❑ Providing appropriate choices
- ❑ Encouraging self-help skills
- ❑ Facilitating child to child interactions

- ❑ Expectations for children to succeed
- ❑ Getting down on child's level
- ❑ Calm, soft voice. Importance of Smiling☺
- ❑ Open ended questions and expanding language
- ❑ Modeling appropriate words and actions

Other Information Specific to this Site

Employee Signature_____ Date/s_____

Supervisor Signature_____ Date/s_____