

Staff Orientation Checklist

Employee's Name: _____

Position: _____ Age group: _____ Start Date: _____

Welcome! This is your orientation checklist. We will be sharing information with you about your job responsibilities and specific responsibilities related to the needs of the children in your care. Please take every opportunity to observe and utilize the resources provided so that you can be successful in your new role. Be sure to check each item under "Orientation" as your confirmation that the information was provided to you.

Areas listed below should be covered with you. If an area is not covered, please be sure to notify the Director.

- Work schedule, attendance, and punctuality
- Job description and performance evaluation
- Requirements for continued employment (staff qualification, training, first-aid/CPR, etc.)
- Actions resulting in termination of employment (progressive discipline process)
- Benefits (holidays, leave, vacation, sick)
- Child development information and center philosophy about care of children in assigned age group
- Center policies (dress codes, phone calls, breaks, etc.)
- Daily activities of the facility
- 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
- Guidance policy for children
- Tour of facility and introduction to other staff
- Plan for professional development
- Copy of written policies and procedures received
- Texas Rising Star (TRS) program and criteria

My signature below indicates that I have received a copy of this document and an orientation about the early learning program.

Employee Signature: _____ Date: _____

Director's Signature: _____ Date: _____