

On-the-Job Facility Overview

Checklist for New Staff

Orientation is critical to the success of the program and the success of the new employee. We want the new employee to develop meaningful connections with others within the organization and to feel welcome, as well as be an important member of the team. The orientation process is designed to acquaint the new employee with the culture of the organization and to become familiar with the manner in which [PROGRAM NAME] conducts day to day operations. The orientation may be done by the Director, Assistant Director, or a Lead Teacher as assigned. When applicable, a classroom Orientation/Training will also be conducted in the new employee’s assigned room by the Lead Teacher.

New Employee Orientation Checklist

Topic	Date	Person Responsible Initials	Employee Initials
Program philosophy, mission, goals			
Expectations for ethical conduct			
Health, Safety, and Emergency procedures			
Individual needs of children in care			
Behavior guidance and classroom management techniques			
Daily activities and schedules of program/classroom			
Program curriculum			
Child abuse and neglect reporting procedures			
Program policies and procedures			
Employee Handbook			
Parent Handbook policies and procedures			
Regulatory and Licensing requirements			
Required Training and Probationary Period			
Complete paperwork for employment: See attached checklist			
Hand washing Procedures			
Working with diverse families policy			
Tour of building, including fire extinguishers and exits			

Employee Signature _____

Date: _____