

Orientation Checklist



*Please use this sample staff orientation checklist as a template. You may cut, copy, and paste as needed. Please note that the list is not all inclusive and your checklist may have different items included. **Items in red are required by ND Early Childhood Services Rule to be addressed in the first week of work.***

Employee Name: _____

Classroom: _____

Date Hired: _____

Supervisor: _____

Pre-Hire

- Complete Background Check
- Complete Finger Printing
- Job Expectations
- Parking, Dress Code, Storage of Personal Items

Date Covered	Employee Initials Verifying Understand Policy/Procedure	Date Completed

Onboarding

- Complete Necessary HR Paperwork
- Insurance/Benefits
- Pay Schedule/Direct Deposit
- Staff Emergency Contact Information
- Set Up Individual Growing Futures Account

Getting Started

- Mandated Reporter
- Safe Sleep Training
- CPR/First Aid

Two-Day Required Orientation

Two-Day Required Orientation	Date Covered	Employee Initials Verifying Understand Policy/Procedure	Date Completed
Tour of Facility			
Introduction to Staff Members			
Review of Staff Handbook			
<i>Attendance Policy</i>			
<i>Overtime</i>			
<i>Paid Time Off</i>			
<i>Extended Leave Policy</i>			
<i>Keys/Access to Building</i>			
<i>Employment at Will</i>			
<i>Cell Phone Policy</i>			
<i>Appropriate Use of Technology (Computer, Facebook, Cameras, etc.)</i>			
<i>Timecard</i>			
<i>Conflict Resolution Process</i>			
<i>Individual Performance Evaluation</i>			
<i>Grievance Policy</i>			
Review of Parent Handbook			
Family Custody Issues			
Review ND Early Childhood Services Rule			
Confidentiality of Records, Information, and Photos			
Handwashing and Sanitation Procedures			
Emergency Health, Fire and Safety Procedures, Handling and Storage of Hazardous Materials			
Medication Administration Policies			
Child Abuse and Neglect Laws			
Process for Reporting a Complaint or Suspected Licensing Violation			
Individual Child Needs - Health, Nutrition, Special Needs			
Transportation and Child Passenger Safety, if Applicable			
Record Keeping Expectations			

Ongoing Orientation

Behavior Guidance Policy			
Supervision Policy			
Adult-Child Interaction Policy			
Overview of Growing Futures			
• Link Individual to Employer Org Account			
Familiarize Self with Children's Personal Files			
Curriculum Overview and Expectations			
North Dakota Early Childhood Standards			
Daily/Weekly Schedule			
Planning Time/Lesson Plan/Activity Expectations			
Environment Set-Up			
Transitions Between Activities			
Observation Expectations			
Assessment Used			
Referral Process for Children with Health or Developmental Concerns			
Family Partnership Expectations			
Conferences			
Contact with Families Outside of Work Time/Babysitting			

I understand and agree to abide by the policies, guidelines, and procedures discussed.

(Staff Signature)

(Date)

I verify that the policies, guidelines, and procedures listed above were discussed and will be upheld.

(Supervisor Signature)

(Date)