

This is The Way Learning Center Annual Staff Orientation Checklist

Staff Name & Date of Hire \_\_\_\_\_

Please initial each of the following categories as they are reviewed/ discussed:

\_\_\_\_\_ Tour of the center

- Classrooms
- Staff break rooms, bathrooms
- Outdoor Playground Areas

\_\_\_\_\_ Program Policies

- General Operating Policies
- 1. Days, Hours of Operations
- 2. Staff & Child Attendance
- 3. Enrollment of Children
- 4. Communication with Families/ Parent Involvement/ Parent Access to Program
- 5. Child Health Policy & Individual Care Plans
- 6. Administration of Medications Policy
- 7. Withdrawal & Termination of Children
  - Hand washing/ Diapering Policies
  - Incident/Accident Reporting
  - Abuse/ Neglect Policy (Including mandated reporting information)
  - Supervision of Children Policy (indoors and outdoors)
  - Closing time Plan
  - Child Behavior Management Techniques
  - Emergency Plans & Procedures
  - First Aid & CPR Procedures
  - Consultant Roles

\_\_\_\_\_ Personnel Policies (Review of Staff Handbook)

- Job Descriptions (Chain of Command)
- Professional Development Requirements (Annual Policy review)
- Employee Benefits Probationary period
- Supervision & Discipline of Staff

\_\_\_\_\_ Curriculum Guidelines/ Planning

- Daily Schedule
- Activities choices

The above information concerning Policies & Procedures has been reviewed with me.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date