



# Pride Academy®

www.prideacademy317.com

## ORIENTATION OF NEW EMPLOYEES

Employee Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

The following is a checklist of topics discussed with new employees:

### ITEMS REQUIRED BY LICENSING RULES:

#### Prior to Contact with Children and/or Food

Names, ages, specific needs of children assigned
Policy on confidentiality of record
Child Discipline Policy
Meal patterns, food handling policy
Emergency evacuation procedures
General Health Policy
Universal Precautions Training
Health Hazards
Diapering Procedures
Handwashing Procedures
Feeding of infants/toddlers
Policy for contracting ratios
Continuity of Care Policy
Child abuse and neglect detection, prevention, reporting procedures
Developmentally appropriate practices
Program goals and philosophy
Daily schedules, routines, transitions
Recognizing symptoms of illness
Cleaning, sanitizing, disinfecting procedures
Special needs inclusion policy
Center confidentiality policy
Specific special needs training
Licensing rules
Parent Communication Policy

#### OTHER

##### Paperwork

Application complete	Purchase requisitions & purchase orders
Criminal History Check / FBI	Mileage reimbursement
W-4 completed / Direct deposit form	Extra hours request
Time Sheet	Petty cash
Physical form with TB test	Driver's license
Job Description (explained and signed)	Social security card
Personnel Policies and Procedures	I-9 completed
Parent Handbook	Signed Emergency Treatment authorization
Drug screening	

#### BENEFITS

Vacation/Personal/Sick Days	Pay Schedule
Staff evaluations	Health/Medical Benefits
Leave with/without pay	Salary
Paid Holidays	
Other benefits (tuition reimbursement, child care reduction, retirement, etc....)	



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<b>WORK ENVIRONMENT</b>	
Reporting an absence policy	Housekeeping/Office Supplies
School routine/hours	First Aid Certification
Staff schedules	First Aid Supplies
Naptime Policy	Opening/closing procedures
Leaving building during work hours	Phone calls/messages
Snacking/Drinking Policy in classrooms	Smoking Policy
Glass containers in classrooms policy	Building safety (Lockdown)
<b>TOUR</b>	<b>TRAINING &amp; EDUCATIONAL OPPORTUNITIES</b>
Tour of other sites if applicable	Staff Meetings
Meeting with Executive Director	Library/Video materials
Adult Restroom	Tuition Reimbursement
Fiscal Department	In-Service Training
Kitchen	Workshops
Parent Bulletin Board	Safe Sleep/Shaken baby
Supplies	
Menu	<b>THE AGENCY</b>
<b>GENERAL DUTIES</b>	General Purpose/Philosophy
Attendance	Sources of Funding
Parent Conferences	Organizational Structure
Notes to Parents	Other programs
Working with Special Needs Children	
Working with other staff	<b>WORKING WITH CHILDREN / CLASSROOM MANAGEMENT</b>
Equipment repair/care	Discipline Policy/Procedures
Medication (dispensing)	Curriculum
Accident/Incident report form	Children Entering/Leaving Building
Children's Files (pull & explain)	Learning Through Play
Intake Agreement	Integration
Emergency Information / Preparedness Response	Food/Meals as Learning Experience
Pick-up permission	
Allergies	<b>OTHER</b>
Child Information Form	Supervisory responsibilities
Self-Evaluation	Reporting to Supervisor
	Field Trips
<b>CLASSROOM OBSERVERS (WHO &amp; WHY)</b>	Lesson Plans
Administration	Planning Periods
Child Care Licensing Unit	Telephone Etiquette
Child Care Health Unit	Socialization
CACFP Program	Parking
Title XX	Dress Code
United Way	
Parents	
High School & College students	
Accrediting Agencies	

Date of Orientation: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Revised 0516

AEA