**Six Month Orientation Process**

Consider the importance of orientation for new staff and all the details they will need to be successful in their new role as a childcare provider. The process should be ongoing for 6 months and include observations, continual check ins with providers, and ongoing topics to discuss with new providers. Below is a list of just a few possible items administration might want to discuss with providers in the beginning of their employment.

**One Month Topics:**

* Procedures for morning and afternoon combining children
* Review nap time ratios
* Discuss formula for mixed age groups and procedures on maintaining ratios
* Bathroom procedures if restroom is not in classroom
* Location for evacuations and procedures
* Active supervision during transition times, outside play, and when in room
* Arrival/Departure procedures
* Personal phone call policy
* Policy for phone calls/conversations with parents
* Policy for days off
* Review required daily record keeping
* Review daily/weekly sanitation procedures
* Discuss infant/toddler care

**Second Month Topics:**

* Review location of first aid kits
* Discuss completion of injury reports
* Discuss Daily Safety Check list
* Discuss how to build a relationship with parents including divorced parents
* Review procedures for fire drill, but also include if during nap time, lunch time, or outside time.
* Review documentation that parents need to complete and review IEP and health forms for children in classroom
* Discuss any children with allergies and review procedures
* Discuss any children with special needs

**Third Month Topics**

* Describe mealtime preparations and expectations (family style dining)
* Review required meal components
* Review food program tracking procedures
* Review posted menus
* Brainstorm transition activities
* Discuss discipline policies and tools
* Discuss ways to encourage social behavior
* Discuss availability of water/water breaks for children
* Discuss routines to transition children to nap time
* Discuss how to help children with difficulties during drop off/pick up
* Discuss expectation of staff member during play time
* Discuss daily schedule expectations

**Fourth Month Topics**

* Review with the staff member their cleaning/sanitizing responsibilities
* Discuss lesson planning expectations
* Review outside play weather policy
* Review how to handle aggressive behavior
* Review how to handle bullying
* Discuss redirection
* Discuss providing a supportive environment
* Review where additional resources in community and childcare are located

**Fifth Month Topics**

* Review procedures for handling and administering medication
* Review procedures for applying sunscreen and bug spray
* Review the procedures of specialized care for children with medical conditions
* Review storage and disposal of medicine
* Review procedure for soiled diapers/clothes
* Review policies for notifying parents of illnesses or injury of child

**Sixth Month Topics**

* Review procedures for field trips
* Review procedures
* Review policy when a child is not picked up
* Water Safety Rules
* Procedure for a child transitioning to a new room
* Policy for inclement weather
* Policy for releasing a child to someone other than the parent
* Review state rules and regulations