

Orientation Checklist

Please use this sample staff orientation checklist as inspiration to create your own. You may cut, copy and paste as needed. Please note that 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

	Date Covered	Employee Initials Verifying Understand Policy/Procedure	Date Completed
Complete Background Check			
Complete Finger Printing			
Job Description			
Parking, dress code and storage of personal items			

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			
Review of Parent Handbook			
Distribute ND Early Childhood Services Rule			
Confidentiality of records, information and photos			
Hand washing 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			
Transportation and child passenger safety, if applicable			
Set up Growing Futures Account			
Getting Started			(within 90 days of hire)
SIDS training			(prior to having unsupervised access to infants)
CPR/First Aid			(within 90 days of hire)
Complete Necessary Paperwork			
Insurance / Benefits			
Pay Schedule / Direct Deposit			
Timecard			

Attendance Policy			
Overtime			
Paid Time Off			
Extended Leave Policy			
Keys / Access to Building			
Employment at Will			
Cell Phone Policy			
Appropriate Use of Technology (Computer, Facebook, Twitter, Cameras, etc...)			
Staff Emergency Information			

Ongoing Orientation

	Date Covered	Employee Initials Verifying Understand Policy/Procedure	Date Completed
Behavior Guidance Policy			
Supervision Policy			
Adult-Child Interaction Policy			
Overview of Bright & Early ND			
Overview of Growing Futures			
Philosophy on Play			
Familiarize Self with Children's Personal Files			
Primary Caregiving			
Curriculum Followed			
North Dakota Early Childhood Standards			
Daily / Weekly Schedule			
Planning Time / Lesson Plan / Activity Expectations			
Environment Set-Up			
Transitions Between Activities			
Observation Expectations			
Assessment Used			
Child Portfolio			
Dual Language Learners			
Referral Process for Children with Health or Developmental Concerns			
Family Orientation Procedure			
Family Partnership Expectations			
Conferences			
Contact with Families Outside of Work Time / Babysitting			
Family Custody Issues			
Staff Meetings			
Record Keeping Expectations			
Program Performance Evaluation			
Conflict Resolution Process			
Individual Performance Evaluation			
Telephone Etiquette			

Call Tree			
Grievance Policy			

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

X _____
Staff Signature Date

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

X _____
Supervisor Signature Date

Copy form and give to staff member. File original in staff's personnel file.

Revise 6/2020