

CHILD & FAMILY DEVELOPMENT PROGRAMS

Form 1-51a

Community Action Team

1st Day Orientation and Training Requirements Checklist for All New Employees

Staff Name _____

Employment Date _____

Complete with Center Norm Agenda 1-51c.

| First Day | Completed |
|---|-----------|
| Child Care Division – New Staff Orientation (Certificate Form 1-51b) <ul style="list-style-type: none"> • Building Evacuation - Emergency Drill Procedure (2-23) • Emergencies requiring staff and children to remain inside • Child injury or illness (3-21, 3-27) • Staff injury or illness (CAT Personnel Handbook) • Child Care Division rules and location • Center Norms (Use center norm agenda form 1-51c) • Procedure for reporting Child Abuse and Neglect (1-12, 1-7) | |
| * New Staff Orientation Certificate (Form 1-51b) Completed & Submitted to Admin and ORO – complete prior to unsupervised access to children and functioning in position | |
| ORO Registration and/or update – be sure ORO step certificate has been submitted to Admin <ul style="list-style-type: none"> • MyORO website • Step Application completed and submitted • Review process for submitting trainings to ORO and CP6 | |
| Child Arrival and Departure Procedure (1-54) * | |
| Screen Time Procedure (2-42) * | |
| Key Receipt (1-66) | |
| Photo for Staff ID Badge (email to Office Support Specialist) | |

Send form 1-51a, certificate 1-51b, CP6 and **Bolded (*)** items to Admin.

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

Department _____

Reviewed by _____ Date _____