

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Center Norm Checklist for New Employees

Staff Name _____

Employment Date _____

First Day - Center Norm Checklist	Completed
Roles & Responsibilities - Chain of Command, getting questions answered	
Grievances	
Reporting for Work	
CAT Dress Code 4.06f	
Staff Schedule - breaks, lunch, home visits, adjustments	
Time Off Requests	
Calling In	
Center Schedule	
Due Dates, Program and Specific Site Requirements	
Supervisor Expectations for <ul style="list-style-type: none"> • 1st month • 3rd month • 6th months 	
Training Information, Process to Request	
Work/Office Space	
Staff Personal Space/Item Storage	
Center Communications Systems	
Google/Google Docs/Outlook	
Supplies	
Sign In/Out of Classrooms	
Center Phones - Answering/Messages	
Copier/Lamination	
Center Cleaning	
Parking Lot/Grounds	
Meetings	
Family Events	
Center Tour and Introductions	
Other:	
Other	

This list is not all inclusive and you may need to discuss other site specific information. Cross-referenced to PS and program policies, procedures and forms as needed. Center managers and staff will discuss and complete these items together.

Staff Signature _____

Date _____

Supervisor Signature _____

Date _____