

## New Employee Orientation

**Use of orientation checklist:** The use of this checklist is voluntary; however, completion of this document will verify compliance with the orientation required in 19 CSR 30-61.105(1)(I)/ 19 CSR 30-62.102(1)(J).

Orientation must be conducted with seven (7) days of employment or volunteering and before being left alone with children. Upon completion of the orientation, trainer and staff shall initial and date the spaces that correspond to each completed policy or procedure and the trainer will sign at the bottom. Place in the staff record for review.

Staff member: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Check off tasks as completed:	New staff		Trainer	
	Initials	Date	Initials	Date
1) Tour of the facility - indoors				
2) Tour of the facility - outdoors				
3) Review of licensing rules				
4) Review of the license and any limitations				
5) Child care practices				
6) Medication procedures				
7) How to handle child illness				
8) Discipline and guidance policies				
9) Daily schedule				
10) Assigned duties and responsibilities of staff				
11) Names and ages of the children for whom the staff member will be responsible				
a. Any special health needs				
b. Any nutritional needs				
c. Any developmental needs				
12) Location of children's records				
13) Infant safe sleep policy				
14) Disaster and emergency preparedness plan				
a. Location of emergency information				
b. Evacuation routes				
c. Shelter in place locations				
15) Mandated reporter responsibility				

**I certify that the staff member listed above has completed the above orientation topics.**

**Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_