

## Orientation Checklist Sample

Name \_\_\_\_\_ Date \_\_\_\_\_

### Personnel files:

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Application                 | <input type="checkbox"/> References |
| <input type="checkbox"/> Time card procedure/payroll | <input type="checkbox"/> W-4 forms  |

### Background Information on the Center:

- |  |   |
|--|---|
| <input type="checkbox"/> Brief history of the center | <input type="checkbox"/> Goals and philosophy |
| <input type="checkbox"/> Organizational structure    |   |

### Staff Handbook:

- |  |  |
|--|--|
| <input type="checkbox"/> Job description/work schedule | <input type="checkbox"/> Personnel policies          |
| <input type="checkbox"/> Cell phones                   | <input type="checkbox"/> Resignation and termination |
| <input type="checkbox"/> Benefits                      | <input type="checkbox"/> Other:                      |

### Tour of the center:

- Where to safely put personal belongings (coat, purse, etc.); mailbox; break room/teacher space; bathroom; teacher resources

### Classroom Orientation:

- |   |   |
|---|---|
| <input type="checkbox"/> Classroom schedule/routine | <input type="checkbox"/> Breaks                           |
| <input type="checkbox"/> Greeting children/parents  | <input type="checkbox"/> Communication with parents       |
| <input type="checkbox"/> Meals/snack                | <input type="checkbox"/> Naptime                          |
| <input type="checkbox"/> Phone calls/messages       | <input type="checkbox"/> Staff classroom responsibilities |
| <input type="checkbox"/> Attendance                 | <input type="checkbox"/> Medication/forms                 |
| <input type="checkbox"/> Incident reporting         | <input type="checkbox"/> Children's files                 |
| <input type="checkbox"/> Parent handbook            | <input type="checkbox"/> First aid kit                    |
| <input type="checkbox"/> Allergies/health concerns  | <input type="checkbox"/> Calling in sick                  |

### Daily Routine and Schedules:

- |  |   |
|--|---|
| <input type="checkbox"/> Circle time         | <input type="checkbox"/> Open/close         |
| <input type="checkbox"/> Diapering/toileting | <input type="checkbox"/> Cleaning classroom |

### Duties outside of classroom:

- |   |  |
|---|--|
| <input type="checkbox"/> Staff meetings/trainings | <input type="checkbox"/> Parent events (Open House, conferences) |
|---|--|

### Licensing Requirements:

- |   |  |
|---|--|
| <input type="checkbox"/> Read Licensing Rules | <input type="checkbox"/> Mandatory reporting |
| <input type="checkbox"/> Confidentiality      |  |

### Classroom Management:

- |  |  |
|--|--|
| <input type="checkbox"/> Voice level           | <input type="checkbox"/> Positive child guidance |
| <input type="checkbox"/> Classroom supervision | <input type="checkbox"/> Playground supervision  |
| <input type="checkbox"/> Birthday/holidays     | <input type="checkbox"/> Other:                  |

Staff signature: \_\_\_\_\_ Director/supervisor signature: \_\_\_\_\_