



Spokane Head Start/ECEAP/EHS NEW HIRE ORIENTATION CHECKLIST - FULL TIME

- Please review and complete the following items with all new staff. Date each item as discussed.
- Upon completion, give a copy to the employee and forward the original to Admin Office.
- A copy should be placed in the site employee file.

	Supervisor	Employee
Items Needing Signatures		
Confidentiality Statement		
Standards of Conduct Agreement		
Practical Dress Guidelines		
Directive Regarding Work Hours, Leave Usage, and Work Attendance		
New Employee and PIR Information		
WAC 2100 & 2090 (Capacity of center and rooms/ratios)		
Disaster Plan		
Employee Emergency Contact Information		
Statement re: Classroom Safety Plans (review and sign in ea classroom)		
Fraud and Abuse Information		
Key check out/Sonitrol		
Information Needed Prior to Working		
Job description and performance elements/time management		
Basic differences between FT and PTH employment		
Tour of building, playground, where license is located (if applicable)		
Emergency postings		
Location of first aid kit, flashlight, and fire extinguishers		
Special needs info (IHPs, food allergies, IEPs, IFSPs)		
Break schedule		
Universal Precautions/BBP info		
Emergency Notebook		
Cell phone usage/computers		
First Day Orientation		
ID name card/badge		
Parking, parking lot safety		
Lesson plans and staffing plans, posted in classrooms (DAP)		
Second Step, Talk About Touching		
CLASS		
Communication with parents, greeting		
Child guidance and behavior management		
Medication management		
Handwashing/sanitizing		
Outdoor playground maintenance		
Late child policy		
ID'ing authorized adults, including parents		
Food Handler's Card (Kitchen Staff only)		
First Aid/CPR card		
20 hours basic STARS or exemption, MERIT # (Teachers only)		
Employee account and email request (on-line)		
Telephone request		

	Supervisor	Employee
Request ChildPlus account		
Request TSG account (Teachers only)		
Resources Available		
Health Care Plan		
Pesticide Policy		
Administrative Services Manual		
On-line forms for Head Start and CCS		
Program Services Manual		
Parent Handbook		
Performance Standards		
Child Care Licensing WACs		
National Accreditation (Campus Sites)		
Community Resource Directory/2-1-1		
Part Time Handbook		
Disaster Plan		
Education Manual		
Family Services Manual		
Various Program Information		
Center and staff chart, org chart, chain of command		
Opening and closing of center and staff duties		
Acceptable email and computer use		
Vision, Mission		
In-kind		
Program calendar, goals and work plan		
Current month's staff calendar		
Computer orientation (leave, OVT, time certification, vicinity travel)		
Drives (U:)		
Intranet		
Required Staff Training		
CCS Orientation		
HS 101		
CACFP; child size portions		
Child Abuse and Neglect (CA/N)		
Blood Borne Pathogens (BBP)		
Americans with Disabilities Act (ADA)		
Playground Safety		
Fire Extinguisher		
Incident Reports		
Active Supervision ~ Lead Monitor Protocol		
CPI		
Professional Development Hours and STARS hours for teachers		
ERSEA training (FSC and Home Visitors only)		
Purchasing Card training		
Driver's Training		
Safe Sleep for Infants		

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____