



Site Management Sign off	Follow Up Training Sign off	Training Item	Notes
		Personnel File Checklist Completed	
		Orientation Training Complete (Binder & Video)	
		Tour Connect2Compass.com -Time Off Requests -Curriculum Calander -Facebook Groups -Bio	
		Tour the School -Introduce to other staff -Show laundry room -Cleaning supplies and checklists -Breakroom & Staff Bathroom -Playground space and rules -Kitchen and rules that apply (Ie. Putting away milk and snacks, label date...) -Open door policy on talking with Management.	
		Tour the Main Classrooms they are assigned to -Show Allergy lists - ICCPP to review and sign -Behavior or Action plans -Logging injury and incidents - Maps/Evac Procedures -What to bring with when we leave the room -Cleaning list & 3 Step Cleaning -How to make a sanitizer or disinfectant -How to change the paper towels and soap -What to do during nap time -Classroom Supervision and how to guide a group of students in the hall -Greeting people who enter your classroom, introduce yourself.	
		Set up on Brightwheel -Help them get the app and log in -Show how to clock in and out -Show how to check children in and out -Show how to enter and update the children's feed -Specify that the app should not be used for negative communication	
		Give the Training Path Schedule	
		Give 1 Compass T-Shirt /Second shirt at 90 day review	
		Give Training Lanyard and Badge	
		Give Key Card Assigned to Staff Group	
		90 day Professional Development Goals (i.e. Develop Trainings) First Aid/CPR Check-in	
		Pair with a mentor staff member (Can be any staff in the same position or higher that performs their job with excellence Mentor:_____ Contact:_____	
		90 day review and possible job offer on _____ <i>Holiday pay & Insurance available to full time employees, after completing 90 days</i> Date saved on calendar for review. _____	
		Ratios/name to face/head counts; School Age = 1:15 Pre-K= 1:10 Toddlers= 1:7 Infant/transitions = 1:4 *If 2 Rooms combine use younger room rule	
		Diapering/potty procedure - supervision of bathrooms. (Sight or Sound)	
		Walkie talkies - for emergency purposes. Located in each classroom. Not utilized at all centers.	
		Classroom Schedules	
		Expectations of Bright Wheel -Check-in and out -1 group pic and 1 individual pic at minimum -Summary of day -Potty/diapers -Meals/bottles -Naps - Not for Negative Communication	
		Overview of curriculum and lesson plans Everyone should be able to follow a lesson plan if they are not in their normal room	

		Hand washing (20 seconds) -Before and after meals -Before and after Sensory activity -After bathroom -After outside time -After cough, sneeze, nose blowing...	
		Incident Reports -When to use -How to write them (Not using other peers names/confidentiality) -Calling or sending a note to parents to let them know about the injury and the report	
		Sunscreen Procedures	
		Playground -Safety rules -Supervision -Sitting	
		Phones -Appropriate use for Brightwheel -No social media -Personal use in Emergencies only	
		Bathroom Breaks -Asking for someone to relieve you -Emergency use (Leaving the room out of ratio)	
		Mandated Reporting -You are a mandatory reporting -What does that mean - How do I do that	
		Room Counts	
		Job Description	
		Team dynamic (Helping navigate the initial meeting of co-staff and their expectations of each other)	
		Out of Ratio Tips (Over and under- letting management know)	
		Gossip Policy	
		Name Printed	Signature
	Site Management		
	Staff Trainer		
	New Staff		