

STAFF ORIENTATION CHECKLIST

Welcome to our program! Each staff member is responsible for role modeling skills consistent with the program philosophy and policies. You will be assisted in acquiring competencies necessary for quality programming in early childhood programs. We look forward to working with you and encourage you to ask questions as well as provide input fostering growth. Together we are able to offer programs where children are able to develop a healthy self esteem, acquire positive communication skills, body awareness, develop a love for learning and practice making choices and decisions which will benefit them and the world in which they live. The following information is but a beginning to your professional development. Please let us know how we can assist you.

Staff Name:	Hire Date:
Orientation requirements within 2 weeks of hire per NAC 432A.320.1.	Date
Regulatory requirements	
Goals and philosophy of facility	
Policies and procedures of facility	
Programs and activities offered	
Policies and practices for relating to parents	
Meal patterns and food-handling policies	
Occupational health hazards for caregivers:	
Physical health and emotional demands	
Special considerations required by a caregiver who is pregnant	
Emergency health and safety procedures	
Health and safety policies and procedures concerning:	
Hand-washing techniques and requirements	
Diapering/Potty Training policy and methods for assisting in the use of a toilet, including procedures for changing and disposal of diapers	
Identifying hazards and methods for preventing injuries	
Preparing, serving and storing food	
Illness policy and the manner in which illnesses are transmitted between persons	
Methods for preparing formula, if formula is prepared at the facility	
Precautions to prevent exposure to blood and other bodily fluids,	
Policies and procedures to follow in the event of exposure to blood or other bodily fluids	
The administration of medication	

“I have provided training in the topics listed above.”

Signature of Director _____ **Date:** _____

“I have received training in the topics listed above.”

Signature of Employee _____ **Date:** _____