

## **Basic Employee Orientation Checklist**

The new employee orientation checklist is to be completed before an employee starts working directly with children. This checklist must be completed on all employees to meet level 2 of the Quality Rating System.

As the supervisor and employee go through the checklist, each major component should be checked off to indicate it has been presented to the new employee. The employee and supervisor sign the form at the end. The original is filed in the employee's file and the employee receives a copy.

It is understood this is a very general review of all issues detailed with extensive training conducted later once the employee is on the job. An example includes first aid/CPR training. The supervisor needs to provide general information about what to do if a child is injured but the employee will need the first aid/CPR training to be adequately prepared to deal with illness or injury. The supervisor needs to acquaint each new employee with mandatory child abuse reporting guidelines but this does not take the place of the required 2-hour detailed training.

Reference is made to Iowa Code Chapter 109 – Child Care Centers when specific information should be included as part of the orientation or materials provided.

Centers may add additional information to the checklist that is specific to their facility or organization.



## Basic Employee Orientation Checklist Prior to Beginning Work

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|--|---|---|
| <b>Employee Information</b>                    | Name:   | Start date:   |
|  | Position:   | Supervisor:   |
|  | 1. <input type="checkbox"/> Provide employee with required written policies ( <i>IAC 109.4(2)</i> )   |   |
|  | 2. <input type="checkbox"/> Review general DHS licensing requirements.  |   |
|  | <ul style="list-style-type: none"> <li>• Substance Abuse <i>109.6(6)b</i></li> <li>• Staff Ratio Requirements <i>109.8(237A)</i></li> <li>• Daily contact with children <i>109.10(4)</i></li> </ul> | <ul style="list-style-type: none"> <li>• First-aid kit <i>109.10(9)</i></li> <li>• Smoking <i>109.10(11)</i></li> <li>• Emergency plans <i>109.10(15)</i></li> </ul>                                  |
| <b>Administrative Policies</b>                 | 3. <input type="checkbox"/> Review general administrative policies.   |   |
|  | <ul style="list-style-type: none"> <li>• Discrimination</li> <li>• Personal conduct standards</li> <li>• Employee disciplinary policy</li> <li>• Security of facility</li> </ul>                    | <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Visitors</li> <li>• E-mail and Internet use</li> <li>• Dress code</li> </ul>  |
| <b>Administrative Procedures</b>               | 4. <input type="checkbox"/> Review general administrative procedures as applicable to your center.  |   |
|  | <ul style="list-style-type: none"> <li>• Desk/work location assignment</li> <li>• Keys</li> <li>• Mail (incoming and outgoing)</li> <li>• Purchase requests</li> <li>• Office supplies</li> </ul>   | <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Building access cards</li> <li>• Conference rooms</li> <li>• Picture ID badges</li> <li>• Expense reports</li> </ul>                   |
| <b>Introductions and Tours</b><br>(Facilities) | 5. <input type="checkbox"/> Give introductions to key staff during tour.  |   |
|  | 6. <input type="checkbox"/> Tour of facility (as applicable) including: (May add additional items based on individual facility needs.)  |   |
|  | <ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Mail, copy center, fax machines</li> <li>• Bulletin board</li> <li>• Parking</li> <li>• Printers</li> <li>•</li> </ul>                | <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Kitchen</li> <li>• Coffee/vending machines</li> <li>• Water coolers</li> <li>• Emergency exits and supplies</li> <li>•</li> </ul> |
| <b>Position Information</b>                    | 7. <input type="checkbox"/> Introductions to all staff.   |   |
|  | 8. <input type="checkbox"/> Review initial job assignments.   |   |
|  | 9. <input type="checkbox"/> Review professional training requirements { <i>IAC 109.7(237A)</i> }  |   |
|  | 10. <input type="checkbox"/> Review job description and performance expectations and standards.   |   |
|  | 11. <input type="checkbox"/> Review job schedule and hours.   |   |
|  | 12. <input type="checkbox"/> Review payroll timing, time cards (if applicable), policies and procedures.  |   |

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|--|--|---|
| <b>Child Care Specific Information</b>       | 13. <input type="checkbox"/> Review general child care specific information, including:  |   |
|  | <ul style="list-style-type: none"> <li>• Emergency weather plans</li> <li>• Reporting suspected child abuse or neglect <i>109.4(4)</i></li> <li>• Reporting for communicable diseases</li> <li>• Policies regarding fees</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Child injury control and reporting requirements <i>109.10(10)</i></li> <li>• Policies regarding enrollment in the program</li> <li>• Taking photos of children</li> <li>•</li> </ul> |
| <b>Child Development Information</b>         | 14. <input type="checkbox"/> Review general child development information, including:  |   |
|  | <ul style="list-style-type: none"> <li>• Basic developmental expectations for age of children to be served</li> <li>• Basic nutrition standards for age of children to be served <i>109.15 (237A)</i></li> <li>•</li> </ul>                    | <ul style="list-style-type: none"> <li>• Center discipline policies and notification of supervisors and/or parents of problems <i>109.12(2)</i></li> <li>•</li> </ul>   |
| <b>General Health and Safety Information</b> | 15. <input type="checkbox"/> Review general child care health and safety information, including:   |   |
|  | <ul style="list-style-type: none"> <li>• General hygiene practices at the center <i>109.10(7) and 109.10(8)</i></li> <li>• Policies on sick children</li> <li>• Infectious Disease Control <i>109.10(5)</i></li> <li>•</li> </ul>              | <ul style="list-style-type: none"> <li>• Constant supervision of children requirements <i>109.8(237A)</i></li> <li>• Food service standards <i>109.15 (237A)</i></li> </ul>   |
|  | •  | •   |

**Acknowledgment**

(To be signed upon completion of all orientation items)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Original to be filed in employee's file, copy given to employee.