

Checklist for New Staff

*Required to obtain approval through the department

Topic	Date Completed	Director Initials	Employee Initials
*Submit New Hire paperwork for employment			
*Fingerprints completed			
*CPR/Pediatric First Aid – upload to ECP Registry (within 30 days of hire)			
*Infant Safety Essentials (within 30 days of hire)			
*Practitioner Registry Application Submitted (within 30 days of hire)			
*Together We Grow (within 90 days of hire)			
*Early Childhood Essentials (within 90 days of hire)			
*New Staff Health and Safety Orientation (within 90 days of hire)			
Signed Safe Sleep and Shaken Baby and Abusive Head Trauma policies			
Health, Safety, and Emergency procedures			
Individual needs of children in care			
Behavior guidance and classroom management techniques			
Daily activities and schedules of program/classroom			
Program curriculum			
Child abuse and neglect reporting procedures			
Program policies and procedures			

Employee Handbook			
Parent Handbook policies and procedures			
Regulatory and Licensing requirements			
Required Training and Probationary Period			
Handwashing Procedures			
Tour of building, including fire extinguishers and exits			
Program philosophy, mission, goals			
Expectations for ethical conduct			

Employee Signature: _____ Date: _____