

Country Day School

New Teacher Orientation Check List

Employee: _____

He-C 4002.32 sets forth the requirements for when a staff person is legally permitted to be alone with children. In addition to these requirements, this Center's staff may not be alone with children until they have completed this New Teacher Orientation Check List.

Provide employee with a complete set of the Center's written policies, including the Employee Handbook, Guidance, Discipline, and Expulsion-Prevention Policy, Reporting Abuse and Neglect Policy, Child Care Operations Manual, Emergency Operations Plan, NH Child Care Licensing Rules, and the NAEYC Code of Ethical Conduct**.

Review of daily activities and routines of the program

In person training/instruction by the Center director on the Center's following policies and procedures:**

- Program mission, philosophy, values, and goals
- Supervision policy
- Staff-to-child ratios
- Sign-in and sign-out policies
- Hand Hygiene Policies
- Diapering Policies and Procedures
- Infant Sleep Policy
- Food safety and feeding policies
- Cleaning and sanitation policy
- Drop off/ Pick up and Transportation Safety Plan
- Sunscreen
- Social media and Cell Phones
- Environmental Safety:
 - choking hazards,
 - electrical hazards,
 - strangulation hazards,
 - water hazards,
 - stairs,
 - snow and ice.
- Lining up to exit the building
- Walking to-and-from the playground
- Walking in the park
- Sickness policies, and under immunized children
- Accident reports
- Guidance, discipline, and expulsion-prevention policy
- Reporting abuse and neglect
- Emergency Evacuations
- Emergency cards and Emergency contact list
- NAEYC Code of Ethical Conduct
- Phone etiquette / messages / communication board

Review with Center director of information about the individual children they will be caring for (individual behavior or learning needs, individual allergies or other relevant health conditions, individual schedules, any existing parent custody issues, and the diversity of families in the program, etc.)**

Follow up on any outstanding personnel paperwork, including payroll forms and the NH Child Care Licensing forms.

** Required for all volunteers, substitutes, and support staff