

SUN BRIGHT CHILDCARE **EMPLOYEE ONBOARDING**

An Orientation Program

Onboarding is a 2 week process.

1- Introduction to Program- DAY 1

1. Program Mission and Philosophy
2. Introduction to History of Program
3. Tour of Facility, identifying key areas/ bathrooms / locker room / schedule board / time-clock / mail bin / check in stations / trash cage / employee resource area/ exits and emergency exit routes
4. Restrooms and Employee Area and Personal item storage - Locker Room
5. Introduction to Staff / Maintenance / Office/ NTN Supervisor
6. Introduction to Directors/Owner
7. Parking area
8. Tour of **Staff.Sunbrightchildcare.com** website
9. Kitchen procedures

2- Personnel Responsibilities and Professionalism

1. Overview of Personnel Policy Manual, Parent Handbook, Licensing Regulations and NAEYC Code of Conduct (Employee is responsible for reading these and signing Acknowledgement Forms)
2. Confidentiality and Professionalism
3. Sign-in/sign-out procedures; clocking in and out
4. Tardiness and absences, call in procedures
5. Name tags/Security Measures
6. TB Test and Health Assessment
7. Breaks/Lunch
8. Personal phone calls/Cell Phone Usage
9. State mandated training hours 12 hours of training per year and State, Stars and EHS Requirements
10. Bloodborne Pathogens annual training
11. CPR/First Aid
12. Classroom Safety Check
13. Nap time - To do list.
14. Staff meetings and trainings
15. Performance reviews
16. Time off request - Forms

3- Health and Safety

1. Staff/Child Ratios/Primary care groups - Waking and Napping Ratios
2. Supervision of children- DHS regulation
3. Playground procedures, supervision, and maintenance
4. Release of children/Custody Issues - Clock in and out and ID's
5. Visitors in the program
6. Mandated Reporter- [www-ilookoutforchildabuse.com](http://www.ilookoutforchildabuse.com)
7. Universal Precautions (In conjunction with Bloodborne Pathogens)
8. Disinfectant schedules and procedures
9. Fire safety Procedures, extinguisher location and use
10. Crisis plans - Shelter in place plan.
11. Emergency phone numbers - on walls next to telephones.
12. Dispensing Medication - Medical Log Medical Issues (Apnea Monitors/Feeding Tubes/Oxygen/Heart Monitors etc.)
13. Allergies (Food and/or Environmental)
14. Severe Allergies and the Epi-pen
15. Illness exclusion and reports
16. Accident/Incident Reports - Form and Training
17. Field trip procedures and Permission slips

Transportation

1. Drivers Training - Vehicle driver responsibilities/safety check lists
2. Transportation of children

4- Age Specific Topics

1. SIDS/Shaken Baby/Sleeping Position
2. Infant feeding procedures
3. Lunch routines and food storage
4. Cribs...bedding/toys/pillows/blankets/ etc.
5. Toilet training
6. Diaper changing procedures
7. Naptime Routine/Cleaning cots/mats
8. Toys from home - not allowed
9. Safe Sleep Procedure

5- Developmentally Appropriate Practices and Guidance and Discipline

1. Classroom observations
2. Developmental Milestones/ASQ Ages and Stages - training and forms
3. Discipline and guidance of children
4. Eating and drinking while supervising children
5. ADA Accommodation and IDEIA Inclusion issues
6. Creating a Stimulating Environment for children

7. Children and Transitions- Move up, Activity transition and Transition forms for next teacher
8. Giving Age Appropriate Directions
9. Personal Hygiene/Life Skills expectations - Morning handwashing routine

6- General Responsibilities of Staff

1. New Employee Documentation
2. Opening and closing the classroom - heaters and ac, fans. Cleaning the room
3. Menus and food service- CBS Attendance
4. Staff communication log
5. Media policy
6. Reporting maintenance needs - form, point person
7. Lesson plans
8. Classroom supplies
9. Summer calendars
10. Extra activities for children - Summer Camp

7- Building Relationships

1. Greeting and Good byes.
2. Customer service standards
3. Communication with parents
4. Teamwork and communication with co-workers
5. Teacher Resource Center - materials and computers
6. Parent/Family as Volunteers in EHS
7. Informing parents of daily activities in classroom
8. Infants and Toddler daily reports
9. Contribution to program newsletter
10. Informal and formal parent conferences

I have completed the above the list of Orientation Items. The information presented herein is available to me in the Parent Handbook, Personnel Policy Manual and Licensing Regulations and by further inquiry with my supervisors. In an effort to promote continued development and professional growth, I will actively discuss these matters with my supervisors, attend trainings as assigned and stay current on issues and articles presented to me for review. I understand that by completing this Orientation I have been prepared to begin employment with Sun Bright Childcare, and that the Orientation is a starting point to learning about my job responsibilities and expectations.

Employee Name

Signature

Date

Supervisor's Name

Signature

Date