

APPENDIX S SAMPLE ONBOARD TRAINING CHECKLIST

WELCOME/TOUR FACILITY				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director	Week 1	School Wide		
<p>New staff should have a minimum of a dedicated one-hour one-on-one time with Site Director. It is recommended that each week for the first month of employment, the Site Director check in and provide time for discussion and questions from the new employee.</p> <ul style="list-style-type: none"> ● Program and site philosophy. ● Organization chart – flow of information between site and leadership. ● Confirm daily schedule and responsibilities. ● Receive technology access. ● Access attendance method and/or key card for tracking attendance. ● Access for key card or code for access to facility/classroom and use requirements. ● Review procedures for supervision meetings, checklists, disciplinary action triggers, and evaluations. ● Discuss any questions after reviewing, and then sign off on employee handbook and return to Site Director. 				

JOB SHADOW TEACHER/CLASSROOM OBSERVATION				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director	Week 1	Classroom ____		
<ul style="list-style-type: none"> ● Introduction to curriculum/and on-line accessibility if applicable. ● Review lesson plan procedures. ● Review child health and safety procedures – review checklist if applicable. ● Meet and complete a classroom observation with Site Director. ● It is recommended that the new teacher spend a day shadowing an experienced, high-quality teaching professional. 				

HUMAN RESOURCES REQUIREMENTS				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director and/or Administrative Leader/Owner	Before and During First Day	YWCA Office		
<ul style="list-style-type: none"> ● Complete employment papers/health and background checks. ● Review benefits/holidays/vacation/leave. ● Attendance requirements. ● Review and sign off on (1) code of conduct and (2) review employee handbook. ● Other specific to a site or state. 				

JOB PROCEDURAL ORIENTATION				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director and/or Administrative Leader/Owner	Week 1-2	Maureen's Office or On-Site		
<ul style="list-style-type: none"> • Review job description and performance appraisal. • Review requirements for interaction with children and families. • Early learning state standards/guidelines. • Describe training opportunities. • Cell phone use. • Videotaping – confidentiality requirements. • Use of social media. 				

FAMILY INTERACTIONS				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Lead Teacher/Site Director	Week 1-2	FA Office		
<ul style="list-style-type: none"> • Enrollment responsibilities – preparing for a new student/transitioning or child not attending regularly. • Procedures for late arrivals or pick-ups. • Conference planning and expectations. 				

QUESTIONS/COMMENTS/REFLECTIONS				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director	Second Week			

PROCEDURES CHECKLIST				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director/Coaches	Week 1-2			
<ul style="list-style-type: none"> • Routine requirements – sleeping, meal time, medications, toileting/diapering, and child guidance. • Active supervision. • Schedule and staffing. 				

OTHER HEALTH AND SAFETY TOPICS				
Facilitator	Date/Time	Location	Completed? Yes/No	Trainer Initials
Site Director		Classroom		
<ul style="list-style-type: none"> ● OSHA. ● First aid. ● Communicable diseases. ● Medication administration. ● Band-Aid and incident reports. ● Suntan/other lotions. ● Medical log. 				

ADDITIONAL STEPS	Completed? Yes/No	Trainer Initials
Schedule supervision meetings with Site Director/coaches.		
Goal setting.		
Staffing.		