

Shasta Head Start Child Development, Inc.

Employee Checklist for Success

First day checklist for staff at new sites

☐ HS ☐ EHS

Employee's Name

Center Name

Head Teacher/Site Supervisor/Area Manager's Name

Date

☐ Licensing file qualifications

☐ File Received

☐ File Reviewed

☐ On-site child supervision training **(must be completed prior to working in the classroom with children)**

☐ Introduction to worksite

☐ On-site safety procedures

- Emergency evacuations procedures/drills (*Review color coded emergency procedure rings*)
- Material Safety Data Sheets (MSDS)
- Fire extinguishers
- Posters & emergency phone numbers
- First aid kits

☐ Job duties & expectations

☐ New Employee Passport & Training Checklist (make copy and place in staffing binder)

☐ Supervision structure

☐ Time & attendance

- Requesting time off/absences (excused vs. unexcused, who to contact, etc.)

☐ Monthly staffing expectations

☐ Daily schedule

☐ Children with allergies/health conditions

☐ General information

- Center phone etiquette
- Boundaries
- Dress code
- Smoking policy
- Computer training
- Cell phones
- Mileage reimbursement/auto insurance

☐ Morning Health Check and Keep Me Home If

I have received training on the items listed above.

Employee Signature

Date

I have reviewed the items listed above with our new team member.

Supervisor/Authorized Employee Signature

Date

Scan this form to HR within 24 hours of staff being placed at new site.

Updated: 05/22/2024