

# Shasta Head Start Child Development, Inc.

## Employee Checklist for Success

First day checklist for staff at new sites

Employee's Name

Center Name

HS  EHS

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*