

Shasta Head Start Child Development, Inc.

Employee Checklist for Success

First day checklist for staff at new sites

For Substitutes at new sites, complete the highlighted areas.

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
 - 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

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.