

Shasta Head Start Child Development, Inc.

Employee Checklist for Success

First day checklist for staff at new sites

For Substitutes at new sites, complete highlighted areas.

Employee's Name

Center Name

☐ HS ☐ EHS

Head Teacher/Site Supervisor/Team Supervisor'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)
 - Posters & emergency phone numbers
 - First aid kits
 - Fire extinguishers
- ☐ 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: 07/22/2026