



Child Care Assistant Orientation Checklist

Name _____ Position & MK Site _____ Start Date _____

To be completed by employee and returned to the Minneapolis Kids Office within 2 weeks:

- Completed e-trainings – send certificate to Heather Roman
- Copy of First Aid and CPR Certification
- Completed the CDC Concussion e-training
- Completed the Mandated Reporting e-training

- Work schedule including breaks, lunch and where to put personal items
- Tour of the building with explanation of uses for each environment, bus stops and shelters
- Introduction to other staff, role responsibilities, and staff phone numbers
- Introduction to children and parents
- Staff communication log and Picture for Staff Board with short bio
- Job description, performance reviews, and professional development requirements
- Policy/Procedure Manual including our mission, philosophy, behavior guidance standards, and ground rules for the children inside, outside, meal time, and in the bathrooms
- MAAP Accreditation Foundations (Admin, Wellness, Activities, Relationships, and Environment)
- Procedures for handling emergency/accident forms
- Location of telephone – extensions, how to check voicemail and emergency numbers
- Location of emergency information
 - fire extinguishers, exit routes, procedures and fire alarm, and other emergency situations, child and staff emergency files
- School Year Calendar
- Payroll – how to fill out timecard, vacation, basic leave
- Curriculum plans and site newsletters
- Staff Expectations:
 - guiding behavior (Positive Engagement Plan) follow through, inside, outside, language, role model, staff relationships, dress code, smoking policy, meal times (who cleans up), prep time (how to use it), organization for maintenance of room environment, and walkie-talkie etiquette
- Routines:
 - daily schedule, bathrooms, MPLS Kids Rules (follow through/be consistent with others), transitions, field trips, children’s lockers, staff mailboxes, interschool/out-going mail, tracking system
- What to do if you cannot come into work – who and when to call
- Health and Safety Procedures:
 - medicines forms/signatures, sanitation of food service areas, bathrooms, staff clean up duties, location of first aid kits, reporting of hazards in the inside and outside environment
- Family Sign in/Out Procedure (iPad) including unauthorized pick-up procedure and late parent protocol
- Recordkeeping:
 - attendance, children’s records, emergency information, ongoing parent communication , accident/injury reports, privacy laws and confidential information
- Reporting of inappropriate actions or incidents – incident log, child abuse/neglect
- Technology:
 - computer access, staff intranet, district communication procedures, timecard instructions, email access and signature, and MPLS Kids intranet

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____