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## **Onsite Orientation Checklist**

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### **DAY ONE:**

- \_\_\_\_\_ Tour of site including location of materials and emergency exits/shelters
- \_\_\_\_\_ Introduction to colleagues
- \_\_\_\_\_ Tour of building including school office, restrooms, bus stops
- \_\_\_\_\_ Staff handbook and online training module
  - Program mission, job description, dress code, professionalism, availability of supervisory support and professional development, procedures for addressing employee grievances, and overall policies and procedures
- \_\_\_\_\_ Telephone including dialing out and retrieving messages
- \_\_\_\_\_ Telephone numbers including site and program staff
- \_\_\_\_\_ Daily schedule
  - Meal routines
- \_\_\_\_\_ Location of information concerning families and youth served by the program
- \_\_\_\_\_ Medication administration and other health-related policies
- \_\_\_\_\_ Special needs of youth within program including allergies and custody arrangements
- \_\_\_\_\_ Location and contents of First Aid kits
  - Protection from blood-borne pathogens
  - Hand washing procedures for staff
- \_\_\_\_\_ Emergency procedures
- \_\_\_\_\_ Missing child procedure
  - Attendance rosters
  - Tracking system
- \_\_\_\_\_ Authorized pick-up procedure
- \_\_\_\_\_ Two-way radios

**WEEK ONE:**

- \_\_\_\_\_ Timecards
- \_\_\_\_\_ Staff meeting schedule
- \_\_\_\_\_ School release days including field trip procedures
- \_\_\_\_\_ Filing system
- \_\_\_\_\_ Accident reports
- \_\_\_\_\_ Behavior reports
- \_\_\_\_\_ Food handling, preparation and sanitation guidelines (refer to “Serving Safe Foods” document on MPLS Kids website)
- \_\_\_\_\_ Children with special needs policy
- \_\_\_\_\_ Lesson plans and site newsletters
- \_\_\_\_\_ Communication with families
- \_\_\_\_\_ Maintenance of environment
- \_\_\_\_\_ Guidance policies and child behavior expectations
  - Gym games, playground options, and high-risk activities

I understand the information included in this orientation:

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## Minneapolis Kids Job Expectations

- Mpls Kids requires that you call in ahead of your scheduled shift if you are unable to work. Ask for time off in advance.
- Be punctual: Be on time and ready to start working when your shift begins.
- Wear your ID badge.
- Read the log book daily.
- Save the phone for business use. Answer by saying, “Hello, \_\_\_\_\_ Mpls Kids. This is \_\_\_\_\_. How may I help you?”
- Personal cell phones should not be used while on duty.
- Be prepared to go outside. Playground and bus duty are part of the job.
- Treat children, parents, and coworkers with respect. This includes going over to speak to a child directly rather than calling across the room.
- Safety first! Always keep the safety of the children as your number one priority.
- Be able to identify who and how many children are under your care at any given time.
- Be aware of the “big picture,” not just what is happening with one or two children.
- No clumping! Staff should spread out on the playground, gym, and other areas; rather than clump together and chat.
- Be there! When on the job, make the kids your first priority.
- Choose your attitude! A positive attitude counts when working with children, parents, and coworkers.
- Have fun! This job should be fun for you and the kids. At the same time, take the responsibility seriously.
- Make their day! Make each day count in the life of a child.

I have read and understand these expectations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Minneapolis Kids Staff Professional Development Record Form

Employee's Name: \_\_\_\_\_

All staff are expected to attend 24 hours of Professional Development.

Date	Workshop Title	# of Hours
Total number of hours		

School Year: \_\_\_\_\_ Site/Location: \_\_\_\_\_

Please add all certificates to staff files.