



Onsite Orientation Checklist

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
- _____ Children with special needs policy
- _____ Lesson plans and site newsletters
- _____ Communication with families
- _____ Maintenance of environment
- _____ Guidance policies and child behavior expectations
 - PBIS
 - Gym games, playground options, and high-risk activities