



Minneapolis Kids Site Coordinator Orientation Checklist

Staff Name: _____ Start Date: _____

Position: _____ Site: _____

MPLS Kids/District E-Trainings:

Date Completed:

- Completed e-trainings
- Copy of First Aid and CPR Certification
- Copy of CPI Certification (if applicable)
- Completed the CDC Concussion e-training
- Completed the Mandated Reporting e-training

District HR Orientation:

Date Completed:

- Employee Verification (I-9)
- Health Insurance/Benefits
- Bloodborne Pathogens Training
- Payroll Information: W-4 Form, Direct Deposit, Schedule

Minneapolis Kids Orientation:

Date Received:

- Staff Handbook
- Parent Handbook
- Site Location and District Map
- Staff Calendar
- Annual Staff Training Form/Goals
- Purchasing (IOS, Lunds & Byerlys, general purchase card)
- Job Description
- Site Coordinator Expectations

Site Orientation of School:

Date Completed:

- Work schedule including breaks, lunch and where to put personal items
- Tour of School
- Intro to Office Staff/Health Aid, Principal
- Inner office mail
- School Rules
- Break Room/Bathrooms
- Building Weather Emergency Procedures
- Building Fire Procedures
- Code for building (supervisors and assistant supervisors)
- Key card, building keys, badge and security system, off-site safe place
- Location of first aid, back pack and fanny packs
- Copy of Bargaining Agreement via online (contact Union Steward for more info)

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Site Orientation of Minneapolis Kids:

Date Completed:

Rooms:

- Tour of MPLS Kids spaces, bus stops, emergency shelter
- Opening and Closing Procedures
- Daily Schedule
- Telephone/Location/Extension#
- How to Retrieve Messages for Voicemail
- Organization for Maintenance of Room Environment

Staff:

- Intro to Staff and Responsibilities
- List of Site Staff Names and Numbers
- Staff Bulletin Board or Communication Notebook
- Staff Schedule/Breaks/Prep Times
- Staff Meetings and Schedule
- Staff Files/Personal Space
- Lesson plans and site newsletters
- Serving Safe Foods
- Food handling, preparation and sanitation guideline (daily snack forms/records, NSD snack ordering)
- Timecard Procedures
- Walkie-Talkies Etiquette
- Substitute Procedures (who to call when you need be out)
- Non-School Days including field trip procedures (refer to staff handbook)
- Location of Staff Forms (Time off, etc.) and Staff Emergency Information (complete emergency card)
- Professional Development Requirements
- Job Reviews/Performance Evaluations
- Accreditation Foundations (Admin, Wellness, Activities, Relationships, and Environment)

Children:

- Location of Children's Files
- Location of Children Emergency Information
- Location of Children's Allergy List
- Location of Unauthorized Persons for Pick-up List
- Children with special needs policy
- Location of and procedure for Incident Forms
- Curriculum Forms and Procedures
- Tracking System
- Attendance Rosters
- Location of and procedure for accident, injury and behavior forms
- Guidance policies and child behavior expectations
 - Guiding behavior (Positive Engagement Plan) and follow through



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- Gym games, playground options, and high-risk activities

Parents:

- Parent Board
- Sign In/Out Procedures (iPad)
- Picture for Staff Board with short bio
- Location of Parent Forms/Information
- Location of Late Parent Protocol

Supplies:

- Location of First Aid Kits and Supplies
- Locked Location of Medication
- Location of general supplies

Technology:

- Computer Access
- Staff Intranet
- District Communication Procedures
- Timecard Instructions
- Email – Outlook and Email Signature
- That's Community Ed/Arux (admin access)
- IOS and Lund's & Byerly's login information
- Transportation
- MPLS Kids Intranet & password

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____