



New Employee Hire Duties Checklist

1. Staff Login and Log Out System

- **Login and Log Out:** Explain the login and logout system to staff, ensuring they understand how to record their work hours accurately in tablet.
- **Attendance Sheet Sign-In and Sign-Out:** Clarify to staffs to sign in and out on the attendance sheet to track work hours.

2. Policies and Handbooks

- **Staff Handbook:** Ensure staff read and understand the staff handbook. Obtain a signed acknowledgment confirming they have reviewed the document.
- **Parent Handbook:** Ensure staff are familiar with parent handbook policy.
- **Abuse Policy:** Review the abuse policy with staff and ensure they sign an acknowledgment after understanding it.

3. Cell Phone Policy

- **Explanation of Cell Phone Use:** Provide a detailed explanation of the organization's cell phone policy, outlining when and where cell phones may or may not be used during shifts.



4. Cleaning and Opening Duties

- **Opening and Closing Duties:** Explain the opening /closing duties and daily /weekly/monthly cleaning responsibilities and duties that staff need to perform at the beginning and end of each shift.
- **Outdoor Playground Key Location:** Ensure staff know where the keys to the outdoor playground are stored.
- **Sanitization Procedure:** Clarify the sanitization procedures, including the use of Cintas liquid for cleaning.
- **Dishwasher and Washing Machine:** Instruct staff when to use the dishwasher and washing machine.

5. Room Program Overview

Program Structure: Explain the structure and responsibilities of each room's program, including the number of children, educator-to-child ratio, and daily schedule.

6. Daily Routine and Schedule

- **Routine and Schedule:** Provide an overview of the daily routine, including mealtimes, activity schedules, nap times, etc.
- **Care Concerns and Allergies:** Ensure staff understand specific care concerns, allergies, and dietary restrictions for children in their care.
- **Outside Activities and Play:** Explain the outdoor activity schedule, outdoor play time, and policies on child transportation.

7. Temperature Monitoring



- **Freezer Temperature:** Explain the importance of maintaining proper freezer temperatures (0°C to 4°C) for food safety.
- **Recording Temperature:** Instruct staff on how to properly record temperature.
- **Ice Pack for Lunch Kits:** Remind staff that each child's lunch kit should include an ice pack to keep food fresh.

8. Archiving and Document Management

- **Archiving Binder:** Explain how to archive monthly documents in the designated archive binder (including weekly/monthly attendance sheets, outdoor safety checklists, calendars, minor incident forms, and sickness forms).
- **Document Binder:** Instruct staff that all monthly documents must be archived at the end of each week/month.
- **Additional Paperwork:** Inform staff about the extra document binder where additional paperwork should be stored.

9. Incident Reporting Procedures

- **Minor Incidents:** Explain the procedure for handling minor incidents, including how to properly fill out a minor incident form.
- **Major Incidents:** Provide instructions on the steps to take in the event of a major incident and explain list of major incidents.

10. Emergency Preparedness Plans



- **Emergency Plans Location:** Ensure staff know where the Emergency Preparedness Plans (EPP) are located within the facility and explain primary and secondary evacuation locations.
- **Evacuation Backpack:** Instruct staff on how to use the evacuation backpack in case of an emergency.

11. Emergency Backpack Overview

- **Emergency Backpack:** Show the emergency backpack to staff, explaining what items should be kept in it and how it should be used daily.

12. Emergency Binder and Incident Forms

- **Emergency Binder:** Ensure staff understand the purpose of the emergency binder, which contains emergency information for each child.
- **Incident Forms:** Inform staff that minor incident forms should be placed in the emergency binder immediately after any incident

13 .Medication Policy

At our center, we follow strict guidelines for administering medication to ensure the safety and well-being of all children in our care. Please review and adhere to the following procedures:

Doctor-Prescribed Medication Only

1. Only medications prescribed by a doctor are allowed to be administered at the center.
2. Over-the-counter medications (e.g., Tylenol, cough syrups) are not permitted, even with parent requests.

Medication Consent Form



1. Parents must complete and sign a Medication Consent Form for each medication to be administered.
2. This form must include the child's name, the name and dosage of the medication, time and method of administration, and any special instructions.

Administering Medication

1. administer medication may do so.
2. Once the correct dosage is given, the staff member must record the date, time, dosage, and sign the Medication Consent Form.

Medication Storage

1. Medications must be stored securely and safely:
 1. Refrigerated medications should be placed in the locked medication box inside the fridge.
 2. All other medications must be stored in a locked medication cabinet.
- All medications must be returned to the parent daily.
 - Documentation and Record Keeping
 - Keep the completed Medication Consent Form securely with the child's registration package as part of their official records.
 - Ensure all documentation is completed promptly and accurately

EpiPen Storage and Emergency Protocol



To ensure the safety of children with severe allergies, the following procedures must be followed for storing and handling EpiPens:

Storage in Emergency Backpack

1. The child's EpiPen must be stored at all times in the designated emergency backpack.
2. The backpack must be clearly labeled with the child's initials for quick identification.

Proper Container

1. Parents must provide the EpiPen in a temperature-protected container that helps maintain its effectiveness.
2. Inform parents that the EpiPen must not be exposed to extreme temperatures (e.g., heat, cold, direct sunlight).

Documentation Requirements

1. Record the EpiPen's expiry date and ensure it is clearly noted and monitored regularly.
2. sign the Medication Consent Form specifically for the EpiPen.
3. Create a Care Plan (or "Care Concern Form") detailing the child's allergy, emergency procedure, and the steps staff must follow during a reaction.

Daily Checks and Accessibility

1. Ensure the emergency backpack is readily accessible at all times, especially during outdoor play, field trips, and emergencies.
2. Regularly check that the EpiPen is present, properly stored, and within its expiry date.