



New Hire Orientation- 3 Day Staff Training

Staff Name: _____ Date of Hire: _____

Employee initial line items as training is received and both trainer and employee sign off at the end of each training day.

DAY 1 – Welcome! Discovery Point Policy and Employment Responsibilities

_____ Tour of Center _____ Emergency Exits _____ Fire Extinguishers
_____ Completion of new hire paperwork

Discovery Point standards and Center policy/procedures:

_____ Read and reviewed the DP Employee Handbook Personnel Policies (2015)
_____ Read and reviewed the DP Employee Training Handbook (2020)
_____ Reviewed center policy for attendance, cell phone use, dress code
_____ Reviewed standards of professional conduct and tone of voice
_____ Conduct that may result in disciplinary action or termination ([attached](#))
 _____ Operations (Hours, breaks, requesting time off, etc.)
 _____ Fire Safety/Water Safety
 _____ Standards for personal care (HIV/Aids/blood born pathogens)
 _____ Emergency plans (weather, preparedness)
 _____ Child Injury Control/Supervision/Boo Boo Report
_____ Reporting requirements for suspected child abuse; neglect or
deprivation; communicable diseases and serious injury
_____ Copy of Job Description received

_____ Review of FL Rules and Regulations –Assign reading and review on Day 2
<http://ccrain.fl-dcf.org/documents/2/3029.pdf>

_____ Review of required training with target completion dates (copy of
requirements given to employee, also signed copy placed in employee file)
<http://ccrain.fl-dcf.com/documents/-99/2485.pdf>

Employee Signature Date

Trainer Signature Date

Employee Name (Print)

Trainer Name (Print)



DAY 2 FL Rules and Regulations and Continuation of Center Policy

_____ Review of FL Rules and Regulations

- _____ Activities**
- _____ Time Outdoors - Supervision of Playground**
- _____ Napping Routines**
- _____ Sick child policy (and note Center Policy)**
- _____ Diapering and/or potty routines**
- _____ Discipline**
- _____ Food service and nutrition**
- _____ Hand washing**
- _____ Policy for dispensing medication (Follow DP policy of one management person in charge of all meds, but employee needs to be familiar with state laws)**
- _____ Physical Plant and Playground**
- _____ Prohibited substances**
- _____ Required reporting**
- _____ Sleeping and resting (include information on SIDS Prevention)**
- _____ Staff : Child ratios and max group size**
- _____ Standards of Care for assigned age group**
- _____ Transportation Regulations (for those transporting children)**

_____ Reporting requirements for suspected child abuse; neglect or depravation; communicable diseases and serious injury.

I have read and reviewed the entire FL State Rules and Regulations for Childcare Licensing including instructions for reporting child abuse and neglect.

Employee Signature

Date



DAY 3 Short session with management on listed topics and then “on the job” training in classroom with an experienced lead teacher

- _____ Employee’s assigned duties and responsibilities
- _____ Supervision
- _____ Guidance and Discipline (Review of policy and Best practices)
- _____ Transitions
- _____ Classroom Routines per class assignment including serving lunch, nap routines, and playground supervision and safety.
- _____ Lesson Planning
- _____ Opening or closing procedures/cleaning
- _____ Class ratios for class assignment
- _____ Policy on parent communication
- _____ Documenting classroom attendance, daily reports, etc.
- _____ Playground Safety and Supervision (inc. water safety)

Sign upon completion of 3-day training acknowledging review of Discovery Point Policy and the FL State Rules and Regulations as well as a clear explanation of the daily routines and duties.

Employee Signature

Date

Employee Name (Print)

Acknowledging completion of training for the above employee.

Trainer Signature

Title

Date

Trainer Name (Print)