



## New Hire Orientation – 3 Day Staff Training

Employee 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 School      \_\_\_\_ 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  
depravation; communicable diseases and serious injury

\_\_\_\_ Review of GA Rules and Regulations –Assign reading and review on Day 2  
<http://dec.al.ga.gov/ChildCareServices/RulesAndRegulations.aspx>

\_\_\_\_ Review of required training with target completion dates  
<http://dec.al.ga.gov/CCS/Training.aspx>

First aid	Complete by: _____
CPR	Complete by: _____
Health and Safety Orientation	Complete by: _____

\_\_\_\_\_  
Signature of Employee      date

\_\_\_\_\_  
Signature of Trainer      date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Trainer Name (Print)



## **DAY 2 GA Rules and Regulations and Continuation of DP Policy**

### **Review of GA Rules and Regulations:**

- ☐ Activities (include Quality Rated teacher/child interactions)
- ☐ Playground (including name to face roster, no doorway supervision)
- ☐ Napping Routines
- ☐ Sick child policy (and note center policy)
- ☐ Diapering and/or potty routines
- ☐ Discipline
- ☐ Food service and nutrition
- ☐ Hand washing (Review QR standards for personal hygiene)
- ☐ Policy for dispensing medication (and note center policy)
- ☐ Physical Plant and Playground
- ☐ Prohibited substances
- ☐ Required reporting (including abusive behavior of a co-worker)
- ☐ Sleeping and resting (Including SIDS prevention)
- ☐ Staff : Child ratios (and note center ratios based on Quality Rated status)
- ☐ Standards of Care for assigned age group
- ☐ Transportation Regulations (for those transporting children)

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

\_\_\_\_\_  
**Employee Signature                      date**

\_\_\_\_\_  
**Trainer Signature                      title                      date**



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

\_\_\_\_ **Employee’s assigned duties and responsibilities**

- \_\_\_\_ Supervision (including updating of roster throughout the day)
- \_\_\_\_ Positive Guidance & Discipline (Employee Training Handbook)
- \_\_\_\_ Transitions
- \_\_\_\_ Classroom Routines per class assignment including serving lunch, nap routines, and playground supervision and safety.
- \_\_\_\_ Lesson Planning (Creative Curriculum, Connections or center approved plans with GELDS noted)
- \_\_\_\_ Opening or closing procedures/cleaning
- \_\_\_\_ Class ratios for class assignment
- \_\_\_\_ Policy on parent communication
- \_\_\_\_ Documenting classroom attendance, daily reports, etc.

**Sign upon completion of 3 day training acknowledging review of Discovery Point Policy and the GA 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)