



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 NC Rules and Regulations –Assign reading and review on Day 2
https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/D/DCDEE_Rulebook.pdf?ver=2019-04-04-104641-553

____ Review of required training with target completion dates

Signature of Employee date

Signature of Trainer date

Employee Name (Print)

Trainer Name (Print)



DAY 2 NC Rules and Regulations and Continuation of DP Policy

Review of NC Rules and Regulations:

- ☐ Activities (include child interactions)
- ☐ Playground (including Face to Name 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 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 Star rating)
- ☐ Standards of Care for assigned age group

I have read and reviewed the entire NC 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 standards 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 NC 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)