



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 Polices (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 TN Rules and Regulations -Assign reading and review on Day 2
<https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04-01.20180730.pdf>

____ Review of required training with target completion dates

Signature of Employee date

Signature of Trainer date

Employee Name (Print)

Trainer Name (Print)



DAY 2 TN Rules and Regulations and Continuation of DP Policy

Review of TN 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 TN 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 TN 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)