

TLC LEARNING ACADEMY

NEW HIRE ORIENTATION CHECKLIST

Employee's Name: _____ Hire Date: _____

General Information

- An overview of the minimum standards/ratios for childcare centers
- The childcare's philosophy, mission and goals
- **TLC LEARNING ACADEMY** parent handbook
- **TLC LEARNING ACADEMY** employee handbook
- Employee expectations
- Food Program
- New Hire Forms
- Playground procedures
- Recognition of symptoms of child abuse, neglect, and sexual molestation and the responsibility and procedures for reporting these
- An overview of planned daily activities of the facility, which reflects the ethnic background, gender, abilities, and makeup of families of the children, as well as the diversity of cultures represented in the community
- My job description
- An overview of development milestones of assigned children
- Overview of the Tennessee process and criteria
- Teachers must be on foot and monitoring children

Building Tour

- Introduce all staff
- Staff bulletins board
- Parent Communication Board
- Teacher resource room/ Library
- Break etiquette
- Building premises safety
- Daily staff communication notebook
- Library; cleanliness, procedure

Health/Safety Procedures

- Hand washing procedures
- Gloves worn for handling food, diapering, handling bodily fluids
- Diaper procedures
- Daily body checks
- Administering medication policy
- Accident/Incident reports (must be turned in 1 hour from the time the accident or incident happen to management)
- Boo Boo logs
- Handling storing & dispensing hazardous materials
- Allergy list
- Preventing and responding to emergencies due to food or allergic reaction
- Cleaning & sanitizing procedures including disinfecting
- Dumpster (location, keeping closed & trash in dumpster)

- Opening & Closing procedures
- COVID guidelines
- Playground Supervision

Parent Communication

- Expectations
- Communication with parents
- Introduce yourself to each parent
- Greeting parents
- Procure Connect-pictures three times a week, notes, items needed, meals, naps, body checks, and check in/out

Emergency Procedures

- Medical Emergencies/Allergic reaction
- Evacuation Plan
- First Aid kits
- Fire extinguishers
- Incident or Accident Reports
- Shelter in place
- Emergency Preparedness Plan
- Fire drills

Infant Care

- No prop bottles
- Infants must sleep in crib (not bouncers)
- Infants cannot be on stomach (unless old enough to turnover)
- No items in the crib (only sheet)
- Communication
- Labeled Bottles
- Pre-made bottles
- Curriculum

Classroom

- Curriculum overview
- Daily classroom schedule
- Guidelines for positive discipline and behavior management
- Nap routines
- Staples
- Bulletin Boards
- Circle Time must be done daily
- Potty Training
- Never Leave Children Unattended
- Never leave a teacher out of ratio
- Never send a child upfront without calling the front first
- No talking in the conjoined doors unless transitioning kids
- Label all sippy cups and lids with child's name and last initial

Staff Signature: _____

Date: _____

Management Signature: _____

Date: _____