** 2020 Annual Pre-Service Orientation Training Checklist**

 **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Reviewed** | **Completed by** |
| 1. Cornerstones of Culture
 | Staff, Volunteers |
| 1. Team Vision Statement
 | Staff |
| 1. Child Protection Law and Mandated Reporter Training- <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html>
 | Staff |
| 1. NMCAA Head Start/GSRP Guidance Policy
 | Staff, Volunteers |
| 1. Center Celebration Policy/Guidance
 | Staff |
| 1. CPR and First Aid Training Procedure
 | Staff |
| 1. Training & Professional Development Policy/Procedures, Personnel Policies, Staff Training Request, Per Diem, Training Event Log, MI Child Care & Education Professional Dev. Record BCAL-4591, MiRegistry Health and Safety Course 1 and 2, MiRegistry Health And Safety Training Staff Sign-In, MiRegistry Membership Process, MiRegistry Refresher 2020, Child Development Training/Up-Dates Child Care Licensing Rules
 | Staff |
| 1. Volunteer Screening and Supervision Policy
 | Staff, Volunteers |
| 1. Allergy and Health Monitoring Form, Medication Authorization Form, Emergency Care Plan
 | Staff |
| 1. Illness Incident Report, Toilet Training Report, Incident Report State of MI BCAL-4605
 | Staff |
| 1. Releasing Children to Authorized and Unauthorized/Unknown Adults
 | Staff |
| 1. Release of Information and ID Verification of Child Protection Personnel
 | Staff |
| 1. Staff Hours, 2021 Early Childhood Programs Calendar
 | Staff |
| 1. What’s Due When Guidance
 | Staff |
| 1. What is InKind?, Volunteer/Donation Form for In Kind and Sample, Classroom Sign In/Sign Out Log
 | Staff, Volunteers |
|  |  |
| **Additional On-Site Training**1. NMCAA Child Care COVID Response and Preparedness Plan Training
 | **Completed by**Staff |
| 1. Safe Environment Checklist Training
 | Staff |
| 1. Active Supervision Training/Team Transportation and Pedestrian Safety Training
 | Staff |
| 1. Grab and Go Binder Training: Refer to Grab and Go Binder Cover Page for Documents
 | Staff |
| 1. Safety and Emergency Preparedness Plan and Emergency Postings
 | Staff |
| 1. Nutrition Training
 | Staff |
| 1. Staff Classroom Tour-Postings, First Aid and Universal Precaution Kits, Child Information Records, Emergency Care Plans, Staff Files, Storage of Personal Items, Other Forms As Needed
 | Staff |
| 1. Volunteer Classroom Tour-Volunteer Files, Storage of Personal Items, Other Forms As Needed
 | Volunteers |
|  |  |
| **SUBMIT** | **Completed by** |
| 1. NMCAA Email Encryption Notice
 | Staff |
| 1. Personnel Information and Credentials (Volunteers Complete Emergency Contact Information.)
 | Staff, Volunteers |
| 1. Copy of Driver’s License/State ID and Copy of Auto Insurance
 | Staff |
| 1. Staff and Volunteer Mandated Reporting Policy
 | Staff, Volunteers |
| 1. Confidentiality Policy
 | Staff, Volunteers |
| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c)
 | Staff, Volunteers |
| 1. Reactivation Papers (if applicable)
 | Staff |

 **Employee/Volunteer Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

 **Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

 Distribution: Center keeps a copy of submitted forms in staff/volunteer files and distributes to HR and DMT.

8/21/20 P:\Head Start Files\APOT\ APOT Docs\2020 HS GSRP APOT Checklist