** 2021-22 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 Guidance
 | Staff |
| 1. Child Protection Law and Mandated Reporter Training (Video) <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html>
 | Staff, Volunteers |
| 1. NMCAA Child Development Program Guidance Policy
 | Staff, Volunteers |
| 1. Celebration Policy Guidance
 | Staff |
| 1. CPR and First Aid Training Procedure
 | Staff |
| 1. Training & PD Policy/Procedures, Staff Training Request, Per Diem, Training Event Log, MI Child Care & Education PD Record BCAL-4591, MiRegistry Membership Registration Process (At hire and annual re-newel), MiRegistry Pre-employment Trainings (Staff Sign In for new staff), Michigan Ongoing Health and Safety Training Refresher (Training Event Log included- 1 per person), 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 Form, 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 to and ID Verification of Child Protection Personnel
 | Staff |
| 1. Staff Hours, 2021 Early Childhood Programs Calendar
 | Staff |
| 1. 2021-2022 What’s Due When Guidance
 | Staff |
| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log
 | Staff, Volunteers |
| 1. NMCAA COVID-19 Information & COVID-19 Survey Screener
 | Staff, Volunteers |
|  |  |
| **Additional On-Site Training** | **Completed by** |
| 1. Safe Environment Checklist and Required Postings Training
 | Staff |
| 1. Active Supervision Team Training (Power Point)
 | Staff |
| 1. Pedestrian Safety / Team Transportation Training (Power Point)
 | Staff |
| 1. Grab and Go Binder Training: Safety and Emergency Preparedness Plan Packet, Bomb/Telephone Threat Checklist (Review contents of binder as listed on cover page)
 | Staff |
| 1. Child and Adult Care Food Program Training (CACFP)
 | Staff |
| 1. Staff Classroom Tour- Staff Member Attendance Record, Postings, First Aid and Universal Precaution Kits, Child Information Records, 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. 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 |
| 1. NMCAA Personnel Policies (Complete in UKG)
 | 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.

 7/20/21 P:\Head Start Files\APOT\ APOT Docs\2021 HS GSRP APOT Checklist