** 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 |
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| **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