
 **2023-2024 HS GSRP Annual Pre-Service Orientation Checklist- Staff**

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

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| **Reviewed** |
| 1. Cornerstones of Culture and Team Vision Statement Guidance
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| 1. CPR and First Aid Training Procedure
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| 1. Training & PD Policy/Procedures and Professional Development-Participation Log/QR Code
* New Staff Health & Safety Training (4 modules) or MI Ongoing Health and Safety Training Refresher
	+ See CFD Hiring Requirements
	+ Create a MiRegistry account and apply for membership-At hire-connect employment date to classroom license.
* [Professional Development Opportunities](https://docs.google.com/document/d/13T-9XEjBdOXT1UYKS8WS0U9_Ii1OxbOwoX0wxVymaMI/edit)
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| 1. Classroom Policy/Procedure and Child Care Licensing Rules Updates
* NMCAA Child and Family Guidance Policy
* Celebration Policy and Guidance
* Volunteer Screening and Supervision Policy
* Substitute Hours and Pay Policies and Procedures
* Classroom Sign in/Sign Out Log
* Monthly Credit Card Log
* Allergy and Health Monitoring Form, Medication Authorization Form, Emergency Care Plan
* Illness Incident Report, Toilet Training Report, Incident Report State of MI BCAL-4605
* Releasing Children to Authorized and Unauthorized/Unknown Adults
* Release of Information to and ID Verification of Child Protection Personnel
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| 1. Staff Hours
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| 1. Staff Wellness Supports
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| 1. 2023-2024 What’s Due When Guidance
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| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log
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| 1. Email Encryption Instructions and IT Up-Dates
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| **Additional On-Site Training** |
| 1. Safety Practices Training (6 Hours)-Complete One QR Code for the Safety Practices Training, Per Person.
	* Safe Environment Checklist and Required Postings
	* Active Supervision
	* Pedestrian Safety / Team Transportation
	* Grab and Go Binder: Safety and Emergency Preparedness Plan Packet
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| 1. Child and Adult Care Food Program Training (CACFP)-Only Teachers, Assistants, Classroom Aides (Subs optional)
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| 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
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| **SUBMIT** |
| 1. Personnel Information and Credentials Current Program Year
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| 1. Copy of Driver’s License/State ID and Copy of Auto Insurance
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| 1. Staff and Volunteer Mandated Reporting Policy-[Child Protection Law and Mandated Reporter Training (Video)](https://www.nmcaahs.com/apot-links.html)
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| 1. Confidentiality Policy
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| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c)
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| 1. Reactivation Papers (if applicable)
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| 1. NMCAA Personnel Policies (Complete electronically)
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**Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

 6/26/23 Distribution: Center keeps a copy of submitted forms in staff files and distributes to HR. EHS-HS Teams\APOT\APOT Docs\2023-24 HS/GSRP APOT Checklist Staff