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

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

|  |
| --- |
| **Reviewed** |
| 1. Cornerstones of Culture and Team Vision Statement Guidance |
| 1. CPR and First Aid Training Procedure |
| 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) |
| 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 |
| 1. Staff Hours |
| 1. Staff Wellness Supports |
| 1. 2023-2024 What’s Due When Guidance |
| 1. What is InKind?, Volunteer/Donation Form for In Kind & Sample, Classroom Sign In/Sign Out Log |
| 1. Email Encryption Instructions and IT Up-Dates |
| **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 |
| 1. Child and Adult Care Food Program Training (CACFP)-Only Teachers, Assistants, Classroom Aides (Subs optional) |
| 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 |
|  |
| **SUBMIT** |
| 1. Personnel Information and Credentials Current Program Year |
| 1. Copy of Driver’s License/State ID and Copy of Auto Insurance |
| 1. Staff and Volunteer Mandated Reporting Policy-[Child Protection Law and Mandated Reporter Training (Video)](https://www.nmcaahs.com/apot-links.html) |
| 1. Confidentiality Policy |
| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c) |
| 1. Reactivation Papers (if applicable) |
| 1. NMCAA Personnel Policies (Complete electronically) |

**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