

Checklist for Training of New Staff Member

Employee's Name: _____ Starting Date: _____

In accordance with R9-5-403 for centers, and R9-3-303.9 for group homes, training for new staff members who provide child care services must be completed within 10 days of the starting date of employment and must include all of the items listed below.

Item for Discussion	Date Completed
Facility philosophy and goals	
Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services	
Health needs, nutritional requirements, any known allergies and information about adaptive devices of enrolled children for whom the staff member will provide child care services	
Lesson plans (centers only)	
Child guidance and methods of discipline	
Hand washing techniques	
Diapering techniques and toileting, if assigned to diaper changing duties	
Food preparation, service, sanitation, and storage, if assigned to food preparation	
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk.	
Recognition of signs of illness and infestation	
Child abuse or neglect detection, prevention, and reporting	
Accident and emergency procedures	
Staff responsibilities as required by Statutes and Rules that govern group homes or centers	
Sun safety policies and procedures	
Safety in outdoor activity areas	
Transportation procedures, if applicable	
Field Trip procedures, if applicable	

Employee's Signature: _____ Date: _____

Director's/Provider's Signature: _____ Date: _____