

The Evergreen State College Campus Children's Center New Staff Orientation

Physical Health

- ☐ Health policies and procedures
- ☐ Communicable Diseases, recognition and prevention
- ☐ Blood borne pathogens
- ☐ TB Test
- ☐ Hep B
- ☐ Pesticides

Safety

- ☐ Fire prevention, disaster plan, and safety procedures
- ☐ Child Abuse and Neglect prevention, detection, and reporting policies and procedures
- ☐ What to do if a parent is intoxicated or if you don't know the person trying to pick up a child
- ☐ Privacy
- ☐ DEL background check

Personnel Policies

- ☐ Received handbook with position description and termination policies
- ☐ Minimum Licensing requirements
- ☐ Chain of command: Director, Assistant Director, Classified Staff
- ☐ The schedule, time sheets, pay day
- ☐ Dress code, hygiene smoking
- ☐ Attendance and consistency of care
- ☐ Where to find upcoming training information

Classroom specific

- ☐ Goals and Philosophies of the center
- ☐ Child Guidance and behavior management methods
- ☐ Age and developmentally appropriate practices and expectations
- ☐ Cultural relevance
- ☐ Special health and development needs of the individual child
- ☐ Limited restraint techniques
- ☐ Communication with families – students defer sensitive issues to classified staff
- ☐ Diapering procedures

I have received information and training on the initialed topics above. I have read, understand, and agree to comply with Washington State Minimum Licensing Requirements for childcare centers, and The Evergreen State College Campus Children's Center policies procedures, and expectations.

Printed Name: _____ Signature: _____ Date: _____

Name/Title of person giving orientation: _____