** 2022-2023 Annual Pre-Service Orientation Training Checklist-Staff**

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

|  |
| --- |
| **Reviewed** |
| 1. Cornerstones of Culture |
| 1. Team Vision Statement Guidance |
| 1. Child Protection Law and Mandated Reporter Training (Video) <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html> |
| 1. NMCAA Child Development Program Guidance Policy |
| 1. Celebration Policy Guidance |
| 1. CPR and First Aid Training Procedure |
| 1. Training & PD Policy/Procedures, Staff Training Request, Professional Development Participation Log, Per Diem, MI Child Care & Education PD Record BCAL-4591, MiRegistry Membership Registration Process (At hire and annual re-newel), MiRegistry Pre-employment Trainings (Professional Development Participation Log), Michigan Ongoing Health and Safety Training Refresher (Professional Development Participation Log), Child Development Training/Up-Dates Child Care Licensing Rules (see Points of Interest) |
| 1. Volunteer Screening and Supervision Policy |
| 1. NMCAA Head Start COVID-19 Vaccine Policy and Procedure |
| 1. Allergy and Health Monitoring Form, Medication Authorization Form, Emergency Care Plan |
| 1. Illness Incident Report Form, Toilet Training Report, Incident Report State of MI BCAL-4605 |
| 1. Releasing Children to Authorized and Unauthorized/Unknown Adults |
| 1. Release of Information to and ID Verification of Child Protection Personnel |
| 1. Staff Hours, 2022 Early Childhood Programs Calendar |
| 1. 2022-2023 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 |
|  |
| **Additional On-Site Training** |
| 1. Safe Environment Checklist and Required Postings Training |
| 1. Active Supervision Team Training (Power Point) |
| 1. Pedestrian Safety / Team Transportation Training (Power Point) |
| 1. Grab and Go Binder Training: Safety and Emergency Preparedness Plan Packet, Bomb Threat Procedure Checklist (Review contents of binder as listed on cover page) |
| 1. Child and Adult Care Food Program Training (CACFP) |
| 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 |
| 1. Volunteer Classroom Tour-Volunteer 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 |
| 1. Confidentiality Policy |
| 1. NMCAA Child Development Programs Code of Conduct – 1302.90 (c) |
| 1. Proof of Vaccination or Waiver |
| 1. Reactivation Papers (if applicable) |
| 1. NMCAA Personnel Policies (Complete in UKG) |

**Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Distribution: Center keeps a copy of submitted forms in staff/volunteer files and distributes to HR and DMT.

6/22 P:\Head Start Files\APOT\ APOT Docs\2022 2023 HS GSRP APOT Checklist Staff