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

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

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| **Reviewed** |
| 1. Cornerstones of Culture
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| 1. Team Vision Statement Guidance
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| 1. Child Protection Law and Mandated Reporter Training (Video) <https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html>
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| 1. NMCAA Child Development Program Guidance Policy
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| 1. Celebration Policy Guidance
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| 1. CPR and First Aid Training Procedure
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| 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)
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| 1. Volunteer Screening and Supervision Policy
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| 1. NMCAA Head Start COVID-19 Vaccine Policy and Procedure
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| 1. Allergy and Health Monitoring Form, Medication Authorization Form, Emergency Care Plan
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| 1. Illness Incident Report Form, Toilet Training Report, Incident Report State of MI BCAL-4605
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| 1. Releasing Children to Authorized and Unauthorized/Unknown Adults
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| 1. Release of Information to and ID Verification of Child Protection Personnel
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| 1. Staff Hours, 2022 Early Childhood Programs Calendar
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| 1. 2022-2023 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
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| **Additional On-Site Training** |
| 1. Safe Environment Checklist and Required Postings Training
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| 1. Active Supervision Team Training (Power Point)
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| 1. Pedestrian Safety / Team Transportation Training (Power Point)
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| 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)
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| 1. Child and Adult Care Food Program Training (CACFP)
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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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| 1. Volunteer Classroom Tour-Volunteer 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
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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. Proof of Vaccination or Waiver
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| 1. Reactivation Papers (if applicable)
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| 1. NMCAA Personnel Policies (Complete in UKG)
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 **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