

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 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, ages, and needs of enrolled children	
Health needs, nutritional requirements, and information about adaptive devices of children for whom a 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 food preparation	
Infant formula preparation, if assigned to formula preparation	
Recognition of signs of illness and infestation	
Child abuse or neglect detection, prevention, and reporting	
Accident and emergency procedures	
Sun safety policies and procedures	
Safety on outdoor activity areas	
Statutes and rules that govern group homes or centers including staff responsibilities	
Sudden Infant Death Syndrome awareness if infant or 1-year-old child care is provided	
Toileting	

Employee's Signature: _____ Date: _____

Director/Provider's Signature: _____ Date: _____