



Staff Name: _____ Site: _____ Site Manager: _____

Checklist & New Employee Initial:

	Confirm that the new employee has been assigned a <u>New Employee Orientation, Staff Policy Book and Job Description and Organizational Chart</u> . Give the new employee a few minutes to become familiar with them.	
	Post employee picture and short bio.	
	Provide employee with a name tag.	
	Provide a tour of the building, making introductions to other ECE's and key school personnel (i.e. administrator, secretary, custodian, etc.). Confirm that the new employee has parked according to policy.	
	Review <u>New Employee Orientation</u> , including standards of conduct and dress: policies related to technology, smoking, appropriate language and the modeling of appropriate behaviours anytime our families might see us.	
	Demonstrate the evacuation procedures. Demonstrate the use of a fire extinguisher. Demonstrate <u>EMERGENCY RESPONSE PLAN</u> for injuries.	
	Review clipboard procedures: signing children in and out. NOTE the Allergy/Medical Condition and Legal notations on the attendance sheet.	
	Show where the teacher's supplies are kept. Explain the reporting procedure for low or empty supplies. Show the location of keys for locked cupboards.	
	Introduce new ECE to children and parents.	
	Show the communication book and stress the importance of making entries.	
	Explain the requirement of confidentiality. Confirm that they have signed the form with Marni..	
	Review Daily Schedule and Staff Schedule	
	Discuss Emergent Curriculum and Program Planning Checklist	
	Discuss Weekly Lesson Plan (circles)	

After One Week:

	Review items from first day orientation.	
	Lend new ECE a copy of each of the following manuals: <u>The Manitoba Child Care Best Practice: Child Protection & Child Abuse; Understanding Custody Arrangements; Caring for Children with Anaphylaxis in a Child Care Program (URIS); Infection Control Guidelines; Guide to a Healthy Child Care Environment; Enhanced Safety Plan.</u>	
	Provide employee with Emergency Evacuation Procedure manual and ensure it is signed.	
	Show new ECE where children's files are kept locked. Instruct him / her to read them during planning time or while on break.	
	Copies of classification and First Aid CPR posted.	

At the End of Probationary Period:

	Review orientation.	
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Each staff, substitute, practicum student and volunteer will sign the following acknowledging that they have received the Enhanced Safety Plan and have read and understand the plan.

A copy of this information will be sent to Manitoba Child Care.

I have received, read and understand this Enhanced Safety Plan and have been trained in all aspects of the plan.

Site Manager: _____ Date: _____

Employee: _____ Date: _____

Note: it is the Site Manager's responsibility to ensure that each adult receives a copy of this plan and signs acknowledging this.

A copy must be sent to the Assistant Director.