



Supervisor Orientation

1. Review on First Day of Employment (Continued)

- Program-Specific Policies (reviewed and provided to employee)
 - Active Supervision Policy
 - Mandated Reporter Policy
 - Child Release Policy
 - Behavior Management Policy
 - Safety procedures in the classroom, emergency drills, required trainings, staff/child ratio
 - Serious Incident Reporting Policy
 - Confidentiality
 - Child Allergies / Special Diet procedure
 - Visitor Control Policy for building
 - Introduction to Mentor (if applicable)

2. Review within the first week:

Review of ECS staff Manual
5-hour health and Safety training

3. First month of employment:

All Mandatory trainings

Employee Signature

Date

Supervisor Signature

Date