



Early Childhood Supervisor Orientation

This checklist is a continuation of the "Supervisor Orientation" checklist and applies only to Early Childhood staff. Both checklists must be completed.

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 (ex/Sexual Harrasment & Cyber Security)

Employee Signature

Date

Supervisor Signature

Date