



SAMPLE CHECKLIST FOR STAFF ORIENTATION - PHASE 1

TO BE COMPLETED BEFORE WORKING WITH CHILDREN

To allow time for staff to become familiar with the program before receiving detailed information, staff orientation should be completed in two phases. Use the checklist below to ensure that your CNC staff is well prepared to provide a safe, healthy, high-quality CNC program.

Staff Name: _____ Date of Orientation 1: _____

Phase 1

Before beginning to work directly with the children, staff is provided with the following information:

- The organization’s approach to the settlement and care of the newcomer child, with a special focus on a child-centered methodology
- The type of care provided and the manner in which it is offered
- The organizational reporting structure (relevant to roles and responsibilities)
- Any special characteristics of the CNC program
- Why it’s important parents must remain on site while their child is in the CNC program
- Procedures for parents to sign in/out their children
- Hand washing procedures
- Diapering procedures
- Food service and handling procedures
- Cleaning and sanitizing procedures
- Medication administration procedures
- Behavior guidance policies and procedures
- Child abuse reporting policies and procedures
- The location of the children’s records
- Allergy, food restrictions and other relevant information necessary for the care of the children
- Caring for infants, specifically information about the risks associated with SIDs and the shaking or excessive rocking of infants

Signature of Orientation Manager

Date

Signature of CNC Staff

Date





SAMPLE CHECKLIST FOR STAFF ORIENTATION - PHASE 2 TO BE COMPLETED IN THE FIRST THREE MONTHS

The initial orientation should have been completed prior to working with the children. This second phase should be completed in the first three months of work for each new staff. Use the checklist below to ensure that your CNC staff is well prepared to provide a safe, healthy, high-quality CNC program.

Staff Name: _____ Date of Orientation 2: _____

Phase 2

Within three months of starting work in the CNC program, staff are provided with an orientation on:

- The vision and philosophy of the SPO's CNC program
- The ways in which the CNC program addresses the settlement needs of children and families, using a child-centred approach
- All SPO CNC policies and procedures not discussed in Phase 1
- Information about children's immunization and how to support parents including where it is available in the community
- The role of nutrition and physical activity to support the health of children
- Information about the program's routines and management
- Information on the importance of respecting home language and practices when caring for newcomer children
- The importance of communicating with parents
- For staff working in a long term program: relevant information about the children's health, nutrition, development and special characteristics as reported on their Child Profile Forms
- For staff providing school-age care: information related to the care of older children
- For staff caring for children under nineteen (19) months: information related to the care of infants, including the risks associated with SIDs and excessive shaking or rocking of infants

Signature of Orientation Manager

Date

Signature of CNC Staff

Date

