

Eastford Readiness Council

Staff Orientation Checklist

The *Staff Orientation Checklist* is to be used for all new employees and full time staff working in the Readiness Program. Staff members will work together to complete each section of the *Staff Orientation Checklist* with new employees. This orientation information will be reviewed by administration and Readiness staff annually to allow for changes in procedure or policy and a new student population.

Please initial and date upon completion:

_____ I have read the School Readiness Handbook which includes program philosophies, goals, and program curriculum.

_____ I have read and will adhere to the NAEYC Code of Ethical Conduct.

_____ I have read and understand the Health, Safety and Emergency Procedures. Basic procedures are stated in the Staff Orientation binder, and more in-depth procedures are listed in The Elementary School Staff Manual.

_____ I am aware of individual needs of children (review enrollment questionnaires and screening/assessment information).

_____ I have gone over the Readiness Program Orientation Binder which includes policies and procedures, daily activities and routines, acceptable (and unacceptable) guidance, discipline and classroom management techniques, and child abuse and neglect reporting procedures.

_____ I have reviewed the NAEYC Early Childhood Program Standards.

_____ I have reviewed the Eastford Elementary School Parent Student Handbook and Staff Handbook.

_____ I understand that the Eastford Readiness Program is regulated by the Readiness Council and the Eastford Board of Education policies which are in compliance with the State of Connecticut requirements. I understand I am welcome to attend the Readiness Council meetings as well as Board of Education meetings on my own time if I so desire.

Signature: _____ Date: _____

Copies of Staff Manuals and NAEYC (National Association for the Education of Young Children) Manuals and handbooks can be found online and can be printed as needed.