

# **Eastford Readiness Council**

## **Substitutes and Volunteers** **Orientation Checklist**

Before working with children, substitutes and volunteers are given a preliminary orientation that introduces them to fundamental aspects of program operation.

Please initial and date upon completion:

\_\_\_\_\_ I have read and understand the Health, Safety and Emergency Procedures, marked with a red tab\* in the Readiness Program Orientation Binder.

\_\_\_\_\_ I have read and will adhere to the NAEYC Code of Ethical Conduct, marked with a red tab\* in the Readiness Program Orientation Binder.

\_\_\_\_\_ I have read and understand the child abuse and neglect reporting procedures, acceptable (and unacceptable) guidance, discipline and classroom management techniques, and confidentiality policies, marked with a red tab\* in the Readiness Program Orientation Binder.

\_\_\_\_\_ 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:\_\_\_\_\_

\*Or some other indicator identifying the importance.