

The Evergreen State College Campus Children's Center New Staff Orientation

Physical Health

- Health policies and procedures
- Communicable Diseases, recognition and prevention
- Blood borne pathogens
- TB Test
- Hep B
- Pesticides

Safety

- Fire prevention, disaster plan, and safety procedures
- Child Abuse and Neglect prevention, detection, and reporting policies and procedures
- DEL background check

Personnel Policies

- Received handbook with position description and termination policies
- Minimum Licensing requirements
- Chain of command: Director, Assistant Director, Classified Staff
- The schedule, time sheets, pay day
- Where to find upcoming training information

Classroom specific

- Goals and Philosophies of the center
- Child Guidance and behavior management methods
- Age and developmentally appropriate practices and expectations
- Cultural relevance
- Special health and development needs of the individual child
- Limited restraint techniques
- Communication with families – students defer sensitive issues to classified staff
- Diapering procedures

I have received information and training on the initialed topics above. I have read, understand, and agree to comply with Washington State Minimum Licensing Requirements for childcare centers, and The Evergreen State College Campus Children's Center policies procedures, and expectations.

Printed Name: _____ Signature: _____

Name/Title of person giving orientation: _____

Date: _____