

BEANSTALK
Checklist for New Center Employees

Name: _____

Site: _____

Position: _____

Not all listed areas below are required for all employees. More detailed information is reviewed for Supervisory positions.

Initials & Date Applicable for Areas Covered:

Where/How to Clock In _____

Location of forms: Leave Request/Absence Report/Exception Forms

Break Time/Lunch Breaks-(Show posted times)

Staff Lockers (bring own lock)

Contacting Supervisor/Teacher of your absences/
Provide center phone number-call/text

When & Why

Contacting CO &/or Center Manager & when/why to contact

Telephone etiquette (use program name & employee's first name

Emergency &/or Accident/Unusual Incidents-where are forms & who to fax
When does manager &/or CO know-possible report to licensing

Location of Central Office Phone Number & Extensions

Review supervision of children indoors/outdoors
(including bathrooms & other concerning areas)

Name: _____

Site: _____

Counting children during transitions/record on board/door alarms

Child's Isolation Mat & Designated Isolation Area

Location of Children's Sign In/Out Sheets (Parent Handbook)

Children's File & Pick Up Policy/Procedures

Children's Photo Policy

Opening/Closing procedures (ex: checking ALL doors/windows/gates)

Who does what _____

Air conditioner/heater system

Location of First Aid Kit/Emergency Bag /Fire Extinguishers

Medication/Allergies &/or Incidental Medical Services log (IMS)

Glove Use/Location

Location of shed keys

Organization of shed/what's kept & not kept in shed

Emergency Evacuation Procedure/Locations/Responsibilities

Use of Emergency Water

Setting/Disarming Alarm /Accidental Set off-School Contact

Communication log process

Healthy/Safety/Clean Materials/Equipment/Environment

Maintenance Work Order Process

Late Fee Process/Forms-location

Name: _____

Site: _____

Daily/Weekly/Monthly Duties:

Curriculum:

Children's Daily Schedule

Location of Curriculum Materials/Supplies-process of rotating

Activity Planning (who completes/when due)

Children's Portfolio/DRDP Process-based on observation

Writing Anecdotal notes

Learning Genie use

Name: _____

Site: _____

Health & Safety:

Adult/child ratio-who may be left alone with children

Fire-Drill or Real-what's taken with you/who does what/where do you go

Bay Alarm Company Affected Y/N-process _____

Emergency Forms for children/Pick Up Policy-location & another set in

Emergency bag) _____

Evacuation location _____

Children's Snack (during choice time) Requirement /Snack menu

Nutrition Policy

Food Allergy Posting/Cultural food choices

Handwashing Procedure/Times for handwashing

Confidentiality of Children & Staff Info-file locked up daily

Review Applicable Children's Forms

Daily Health Checks-what is it/licensing requirement

When & Who Contacts Parents

Children's Accident Reports/Student Accident Ins. Forms/Reporting to

Center Manager &/or CO

Staff Accident Process (Review forms in Red Folder-must give DWC

Playground Safety Checklist-completed daily if outdoors
(who does what & when)

Name: _____

Site: _____

Safety concern-what do you do _____

Fire/Earthquake Drills & Inspection of Fire Extinguishers

Refrigerator/Freezer Temperature Log-monthly _____

Cleaning of refrigerator, microwave, etc.-who does what & when

Materials:

Location for turning in paperwork to Supervisor

Office Supply request/ Costco Orders/Delivery

Petty Cash/Travel Form & Purchasing of needed supplies

Inter office mail run/ sending confidential item

How to Check email/phone messages daily & throughout day

How to scan & email information

Staff Handbook location/ Parent Handbook location

Other: _____

Employee Signature

Date

Supervisor's Signature

Date