



Orientation Checklist

*This checklist is **mandatory** and must be completed before a substitute educator signs into ratio. This document is a statement signed and dated by the employee showing they have access to the facility's policies and the rules for their licensing rule type if applicable.*

Program Name: _____ Facility # _____ Date: _____

Policies, procedures, expectations, locations, and materials to review:

- ☐ Confirm that Substitute educators have reviewed the rules for the facility license type. Substitutes may complete rule review before arrival.

- ☐ Sign-in and out procedures: How the program tracks ratio

- ☐ Daily Schedule: Children's schedule and when substitute educator will get breaks if applicable

- ☐ Diapering and pottyng: Procedures, materials, and expectations, including the handling and storage of hazardous materials and the appropriate disposal of bodily fluids

- ☐ The prevention and control of infectious diseases: Handwashing, cleaning, and sanitizing

- ☐ Caring for children: Written Care Plans and other child-specific needs, routines, personalities, and program expectations



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- ☐ Nap and rest time: Routines, materials, and expectations, including safe sleep practices, prevention of shaken baby syndrome, abusive head trauma, and child maltreatment.

- ☐ Meals and snacks: Times, routines, allergies, and dietary restrictions

- ☐ The administration of medication: Who needs medication, where it is kept, who administers the medication, how to administer it, and documentation.

- ☐ Building and premises safety, including identification and protection from hazards such as electrical hazards, bodies of water, and vehicular traffic.

- ☐ The **written plan for emergency preparedness** that addresses evacuation, relocation, shelter-in-place, lockdown procedures, arrival of ICE and other incidents. Where is the Fire Extinguisher, Exits, and Emergency Guardian Contacts for Children located?

- ☐ Responding to medical emergencies, illness, incidents and injuries, allergic reactions. Where to find First Aid Kit and Incident/Injury paperwork

- ☐ Procedures for reporting suspected child abuse or neglect

Signature of person providing orientation _____

Substitute educator signature _____ Date completed _____