MONTANA CHILD CARE BUSINESS

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Customizable New Hire Orientation
Checklist and Guide for Child Care Programs

This Sample *New Hire Orientation Checklist and Procedure* is a customizable tool designed to help child care directors develop a structured orientation process for new employees. The checklist guides directors through essential onboarding tasks, including collecting required documentation, completing regulatory and licensing requirements, and introducing new hires to program values, policies, and curriculum. It also provides a structured timeline for required training and key policy reviews to ensure compliance and readiness to work with children. Child care directors can tailor this checklist to meet their specific program needs, ensuring a smooth, comprehensive onboarding experience that aligns with both state regulations and the child care's unique goals.

SAMPLE - NEW HIRE ORIENTATION CHECKLIST/PROCEDURE

[Child Care Name]
New Hire Orientation Checklist

Employee Name: _____ **Role:** _____

Offer Date: _____ **Acceptance Date:** _____

Approval Date: _____

PRE-ORIENTATION PREPARATION:

Once employment is offered and accepted (pending approval), gather the following required information and materials from the new hire:

Area:	Supervisor Initials
Certifications	
CPR/First Aid Certification *(If not completed, schedule new hire for training)*	
Documentation	
Immunization Record	
Copy of Driver's License & Social Security Card	
Copy of High School Diploma, College Diploma, or Transcripts	
Personal Information Form (for licensing)	
Attestation (for licensing)	
Release of Information (for licensing)	
Fingerprint Consent Forms (for licensing)	
First Day Essentials	
Prepare Materials, Employee Handbook, Training Schedule, Policies	
Set Up Workspace	
Prepare Technology: Cell Phone, Computer, Tablet, Email Access	
New Hire Licensing Requirements	
Submit New Hire Documentation to Childcare Licensing (above)	
Complete Fingerprinting Process	

Visit Montana Child Care Licensing for further details and required forms.

[Child Care Name]
New Hire Orientation Checklist
* Indicates licensing requirements

Employee Name: _____

Supervisor Name: _____

Hire Date: _____

First Day of Work

Area:	Supervisor Initials
New Hire Paperwork *To be completed within three days of the new hire's start date.*	
I-9 Form	
W-4 and State Tax Forms	
Employee Handbook*	
Early Childhood Practitioner's Registry (ECP) Employment Verification	
Welcome & Introductions	
Review the Program Philosophy, Mission, Vision, and Values/Goals*	
Facility Tour (Inside and Outside) Show them key areas, classrooms, break space, restrooms, emergency exits, fire extinguishers, first aid kits *	
Review Program Curriculum *	
Introduction Videos, Presentations	
Review Organizational Chart	
Human Resources/Benefit Information	
Health Benefits, if available	
Retirement Benefits, if available	
Dependent Care, if available	
Pay Procedures, Clocking-in/Clocking out, Time off Requests	
Performance Review Process/Salary Increases	
Leave, paid and unpaid	
E-mail Access, ID Badge, Business Cards	
Keys, Fobs, Cards or Codes	
Purchasing/Reimbursement Process	
Cell Phone/Phone Expectations, Dress Code	
Confidentiality & Professionalism*	

SAMPLE - NEW HIRE ORIENTATION CHECKLIST/PROCEDURE

First Two Weeks - New Hire Education/Training Requirements

New Hires must enroll in and begin to complete the following required trainings:

Area:	Supervisor Initials
Within 30 days of Hire (Must be completed before being left along with children)	
Current CPR/Pediatric First Aid Uploaded to ECP Registry *(Must be "hands on")* *	
Infant Safety Essentials (childcaretraining.org) *	
Practitioner Registry Application Submitted*	
Within 60 days of Hire	
Directors Only – Program Management Essentials (childcaretraining.org) *	
Within 90 days of Hire	
Complete New Staff Health and Safety Orientation (childcaretraining.org) *	
Complete Together We Grow (childcaretraining.org) *	
Complete Early Childhood Essentials (childcaretraining.org) *	

KEY POLICY AND PROCEDURE REVIEW (*Must be completed before being left along with children*)

Policies and Procedures Covered:	Supervisor Initials	Employee Initials
Review Job Description, Key Responsibilities, Daily Tasks		
Classroom Observation [Shadow Lead Teacher]		
Child Observation and Documentation Practices		
Active Supervision, Ratios, Class Schedule *		
Review Childcare Program and Classroom Daily Schedule *		
Review Childcare Regulatory and Licensing Requirements *		
Child Abuse and Neglect and Reporting Procedures *		
Parent Handbook Policies and Procedures *		
Review Expectations for Ethical Conduct *		
Review Health, Safety and Emergency Procedures *		
Review Individual Needs of Child in Care *		
Handwashing/Sanitation Procedures *		
Medication Administration *		
Child Pick-up and Drop-off/Sign-in and Sign-out *		
Accident & Injury Policies and Procedures *		
Mealtime Policies and Procedures *		
Emergency Policies and Procedures (Fire Drills, Evacuations, etc.) *		
Behavior Guidance Policies and Procedures		
Child Illness Policies and Procedures		
Review Safe Sleep, Shaken Baby & Abusive Head Trauma (*must be signed*) *		

[Child Care Name]
New Hire Orientation Checklist

Employee Name: _____

Supervisor Name: _____

Beyond The First Two Weeks: On-Going Support

This section includes additional training and activities essential for meeting regulatory requirements and supporting the new hire's success. It can also provide deeper, role-specific training to ensure they are well-prepared for their responsibilities.

Topic/Area Covered	Supervisor Initials	Employee Initials
Confirm all 30, 60 and 90 Day Required Training is complete		

ACKNOWLEDGMENT: *(to be signed upon completion of all orientation items)*

I acknowledge that I have received, reviewed, and understood the information shared with me during my orientation. I am aware of the procedures, expectations, and resources available to me, and I understand that it is my responsibility to seek clarification on any items that remain unclear. I am committed to upholding the values and standards outlined in this orientation.

Employee: _____ Date: _____

Supervisor: _____Date: _____

Director: _____ Date: _____

SAMPLE - NEW HIRE ORIENTATION CHECKLIST/PROCEDURE

[Child Care Name] Staff Orientation Procedure

Purpose: To make sure new hires are fully prepared, understand their role, and meet all requirements. This procedure outlines steps to prepare and orient new employees.

Pre-Orientation Preparation:

Objective: Gather necessary documents and prepare resources to ensure compliance with licensing and other requirements in carrying out the orientation process.

Responsible Staff: Supervisor/Director

Steps:

1. **Gather Required Documentation:**
   - ☐ Gather the *New Hire Orientation Checklist*.
   - ☐ the CPR/First Aid certification or schedule training as soon as possible if not completed. This is a requirement to be left alone with children.
   - ☐ Ensure all documents, such as immunization records, driver's license, social security card, diplomas, and fingerprint consent forms, are collected as outlined on the *New Hire Orientation Checklist*.
   - ☐ Have the Personal Information Form, Attestation, and Release of Information ready for upload to childcare licensing.

2. **Prepare Materials:**
   - ☐ Prepare the new hire orientation materials (e.g., handbooks, policies, equipment).
   - ☐ Assemble orientation packet, including documents such as training schedules, job descriptions, and policies.
   - ☐ Set up the new hire workspace, including technology, such as, computer access, cell phone, email setup, etc.

First Day of Work:

Objective: Complete essential onboarding paperwork and introduce the new hire to the program's mission, facility, and culture.

Responsible Staff: Supervisor/Director

Steps:

1. **Complete Onboarding Paperwork:**
   - ☐ Ensure all forms (I-9, W-4, state tax forms) are completed ==*within the first three days.*==

- ☐ Review the Employee Handbook and collect the acknowledgment signature.
- ☐ Confirm the Early Childhood Practitioner's Registry (ECP) employment verification has been submitted. (https://www.mtecp.org/)

2. **Welcome & Introductions:**
   - ☐ Review the program's philosophy, mission, vision, and goals with the new hire.
   - ☐ Provide a tour of the facility, showing key areas such as classrooms, break spaces, restrooms, emergency exits, fire extinguishers, and first aid kits.
   - ☐ Review the organizational chart and introduce key staff members.
   - ☐ Walk through the program curriculum and expectations for classroom management and child interaction.

First Two Weeks – Training Requirements/Policy and Procedure Review

Objective: To make sure new hires complete all mandatory training to comply with all regulations and are ready to work safely and independently.

Responsible Staff: Supervisor/Director

Steps:

1. **Within 30 Days of Hire:** *Must be completed before being left along with children*
   - ☐ Ensure CPR/Pediatric First Aid training is completed and uploaded to the Early Childhood Practitioner (ECP) Registry. (https://www.mtecp.org/)
   - ☐ Schedule the new hire for Infant Safety Essentials training on https://www.childcaretraining.org/
   - ☐ Assist the new hire in submitting their Practitioner Registry application. (https://www.mtecp.org/)

2. **Within 60 Days (Directors Only):**
   - ☐ Enroll New Director in the Program Management Essentials course on https://www.childcaretraining.org/

3. **Within 90 Days of Hire:**
   - ☐ Confirm completion of New Staff Health and Safety Orientation, Together We Grow, and Early Childhood Essentials courses.

4. **Review Policies and Procedures:** *Must be completed before being left along with children*
   - ☐ Review all policies and procedures outlined in the orientation checklist.

Beyond the First Two Weeks – Ongoing Support:

Objective: Provide continued guidance and check in on progress with required training and role-specific tasks.

Responsible Staff: Supervisor/Director

Steps:
1. **Training Completion:** Confirm that all 30, 60, and 90-day training requirements are completed by the new hire.
2. **Regular Check-ins:** Schedule periodic check-ins to discuss progress, address questions, and ensure the new hire feels supported.

Helpful Resources/Links

- Childcare Licensing, CACFP, etc.: https://dphhs.mt.gov/ecfsd/earlychildhoodservices
- Head Start Programs: https://eclkc.ohs.acf.hhs.gov/professional-development/article/head-start-new-employee-portal
- Creating an Onboarding Checklist for Childcare Programs: https://mybrightwheel.com/blog/onboarding-new-childcare-staff
- Staff Training: https://www.childcaretraining.org/
- MT Early Childhood Project: https://www.mtecp.org/