Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Employee Classroom Safety Demonstration Checklist**

**Opening/Closing the Classroom**

|  |  |  |
| --- | --- | --- |
| **Classroom Orientation:** These items should be discussed as you are opening your classroom before students arrive… plan for 60 mins. | EE Initials | Demonstrated  By Initials |
| **Personal Belongings**   * Locked up/inaccessible to children * No personal items should be brought in (soaps, toys, glass/clear containers, hot liquids, etc.) * Cell phones cannot be used or on your person when in classroom * No hot beverages in classroom (all other beverages, including water are stored in spill-proof, opaque containers only) |  |  |
| **Student Allergies**   * Locate student allergy sheets * Discuss importance of washing hands upon entering classroom (and face if necessary) |  |  |
| **Student Medications/First Aide**   * Locate backpack and fanny pack and go over items inside * Discuss “double lock” * Discuss doctor’s orders necessary for over the counter/prescription meds * Prescriptions must be in original container * Use of gloves |  |  |
| **Safety/Infection Control**   * “8 on 8” checklist * Playground Check list * Locate emergency cards * Locate Emergency “Yellow Book” and discuss contents (fire procedures, lock down, playground checklist, other emergency procedures etc.) * Locate “SDS” book and discuss contents * Discuss ratios and a plan if you have to leave the classroom * Sanitization Schedule location * Hand Washing protocol * Locking/unlocking building * Arming/Disarming building * Steam Cleaner Use * Thermostat (turning up in morning/down in evening) * Air conditioners (turn on in am/off in pm) |  |  |

**Children Arrival/Departure Procedures**

|  |  |  |
| --- | --- | --- |
| Signing Children In: New employee should shadow teacher while she is signing in children. Teacher should verbalize what she is doing as she is doing it. | EE Initials | Demonstrated  By Initials |
| Sign In/Out Sheet   * Only children on the sign in sheet should be accepted. If a child comes that is not on the list, you should call your supervisor and do not let the parent leave without the child * Children should be signed in/out throughout the day when they individually enter or leave the classroom (i.e. speech, special purpose programming, health screening, etc.) * Only parent and people on the emergency card are authorized to pick child up * If you don’t recognize someone, you must ask for ID |  |  |
| Arrival Health Assessment   * Perform a cursory “health assessment” upon arrival and before parent leaves * Ask parent how the child slept or if anything out of the ordinary happened that might have an impact on their day |  |  |
| Entry to the Building/Classroom   * All buildings are locked at all times * Parents/caregivers must “buzz” to get in * Only people you recognize can be “buzzed in” * If you don’t recognize the person, use the intercom and ask them to identify themselves * Classroom doors are closed and locked at all times when children are present. |  |  |

**Meal Items**

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| --- | --- | --- |
| While servicing meals, new employee should shadow teacher while she prepares, serves, and eats with children. Teacher should verbalize what she is doing and why as she is performing these duties. | EE Initials | Demonstrated  By Initials |
| Serving Breakfast/lunch   * Hand washing and basic Serv Safe Procedures * Reminder to double check allergies * Choking Tube and being aware of developmental level of child and what foods are appropriate * Family style dining ,encouraging conversation and trying new foods |  |  |

**Transitions**

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| --- | --- | --- |
| Transitions: New employee should shadow teacher while transitions occur (going from play to structured time, going outside, etc.) and verbalize to new employee what she is doing as she is doing it. | EE Initials | Demonstrated  By Initials |
| * Counting children * Roll call * Teacher to Teacher Communication * Teacher positioning/Zoning * Items to gather when leaving classroom (fanny pack, class list, etc.) * Use of walking rope * Engaging activities to do while transitioning (singing, counting, etc.) * Planning ahead (bathroom breaks, activities to take etc.) |  |  |

**Playground**

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| --- | --- | --- |
| Playground: Employee should shadow teacher and observe safety precautions, zoning, and interactions with children. | EE Initials | Demonstrated  By Initials |
| Safety   * Locking building door * Discuss what an unattended child is and the ramifications of an unattended child * Proper Zoning * Active Supervision, all children within sight at all times * Being aware of children’s abilities and being within arms-reach when necessary on equipment, climbers or swings * Staying within ratio’s * Discuss playground “rules” for children * COUNTING, COUNTING, AND COUNTING! * Teacher to Teacher communication * Planning activities * No field trips authorized (walking or otherwise) |  |  |

**Rest Time**

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| --- | --- | --- |
| Rest Time: New employee should shadow teacher and observe napping procedures and sanitization. | EE Initials | Demonstrated  By Initials |
| Sanitization and Positioning   * Children should be placed at least three feet apart * All children should still be within eyes view. Staff should still zone during nap time. * Rooms should be dim, not dark. Classroom must have enough light to be able to see if a child’s lips turn blue. * Cots/Mats (no sharing, sanitization schedule) |  |  |
| “Naps”   * If children don’t want to sleep, that is okay * Quite activities off their mat is fine * EHS Safe Sleep Practices |  |  |

**Discipline 101**

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| --- | --- | --- |
| Discipline: Teacher should model positive discipline techniques and discuss approaches | EE Initials | Demonstrated  By Initials |
| Hands Off   * We do not use our hands unless there is an immediate safety risk |  |  |
| Re-Direction Techniques   * Ask child to help you * As them to show you how to do something * Ask the child where something is |  |  |
| Room Evacuation Due to One Child’s Behaviors   * When necessary * How to stay in ratios |  |  |

**Toileting/Diapering 101**

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| Toileting and Diapering: New employee should shadow teacher and observe toileting/diapering procedures. | EE Initials | Demonstrated  By Initials |
| Toileting   * Explain toileting plans for children * Toileting Accidents * Review toileting schedules * Tracking systems for toilet training children * Bathroom Monitoring * Handwashing after toileting |  |  |
| Diapering   * Always wearing gloves * Ointment = medication and should be treated as such * Have child climb ladder to changing table to avoid lifting * Disposing of Diaper * Sanitizing changing area after done * Handwashing of teacher and diapered child * Diaper change documentation |  |  |

By signing, I acknowledge that all of these items were discussed and understood.

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Employee Signature Date

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Demonstrator Signature Date

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Supervisor Signature Date