



New hire onboarding checklist

One per hire, filed in their staff record. Every item is initialed by both the hire and the director, with the date it was covered, because a licenser may ask which topics were included.

STAFF MEMBER

ROLE AND ROOM

HIRE DATE

SUPERVISOR

Before the first shift NONE OF THIS WAITS

ITEM	HIRE	DIRECTOR	DATE
Background check and all state clearances complete and on file			
References checked, with notes in the file			
Offer accepted in writing, with pay and schedule stated			
Tax and payroll forms completed			
Health statement or TB screening, if your state requires it			
Qualifications and credentials copied into the staff file			
Emergency contact and personal information on file			
Confirmed they may be counted in ratio and be with children			
Added to the schedule, the app, and the staff list			

Safety orientation BEFORE THE FIRST SOLO MINUTE

TOPIC COVERED	HIRE	DIRECTOR	DATE
Emergency procedures: evacuation, shelter in place, lockdown			
Meeting point, emergency bag, and where the posted plan is			
Safe sleep practice and sleep checks			
Handwashing and diapering procedure			
Allergy protocol, including where plans and medication are kept			
Mandated reporting: what to report, to whom, and how fast			
Supervision and ratio rules, including transitions and outside time			
Incident and injury reporting, and who signs it			



Staff member name _____
STAFF MEMBER

NEW HIRE ONBOARDING 

The room and the children DAY ONE

ITEM	HIRE	DIRECTOR	DATE
Their group, by name, with anything to know about each child			
Allergy and special care list, read and located			
Authorized pickup list and the ID check at the door			
The daily schedule, including naps and outside time			
Who covers their break, and when			
Tour: supplies, first aid kit, exits, and the kitchen			

Policies and expectations HANDBOOK IN HAND

ITEM	HIRE	DIRECTOR	DATE
Staff handbook received and questions answered			
Phone and social media policy			
Dress code and what to wear for messy days			
Attendance, punctuality, and who to call when sick			
How to request time off, and notice expected			
Confidentiality about children and families			
Pay dates, timekeeping, and overtime rules			

First week

ITEM	DONE	DATE
Shadowed an experienced teacher		
First solo period, with a lead nearby		
Mid-week check-in held		
Logged a full day on their own in the app		
Met the families in their room		

First month

ITEM	DONE	DATE
Required training hours started		
CPR and first aid scheduled or complete		
Thirty-day conversation held		
Handled a drop-off, an incident, and a hard day		
Still needs support with, noted below		

WHAT THEY STILL NEED SUPPORT WITH

ONBOARDING COMPLETE, DIRECTOR

DATE

Substitutes get a shorter version, but never skip emergency procedures, allergies, and supervision rules. Keep a one-page sub orientation and have them initial it.