

ATC Staff Training Checklist

Module 1: Orientation & Employment Policies

- Background Check completed & cleared
 - Tuberculosis (TB) Test
 - Licensing Orientation (if applicable)
 - Minimum age requirements by role reviewed
 - Employee Handbook reviewed & signed
 - At-Will Employment policy
 - Attendance policy (timecards, infractions, no-call/no-show, resignation notice)
 - Pay policy (pay schedule, direct deposit, emergency draw requests, benefits eligibility)
 - Staff Uniform & Badge policy
 - Cell Phone & Brightwheel Device policy
 - Professional conduct expectations (NAEYC Code of Ethics, HR grievance process)
 - Non-Discrimination & ADA compliance policy
 - Substance Use policy (drugs, alcohol, prescriptions, smoking/vaping rules)
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Module 2: Health & Safety Training

- First Aid / CPR
 - Bloodborne Pathogens
 - Food Handler's Permit (if applicable)
 - Safe Sleep training (SIDS prevention, nap SOP)
 - Medication Administration (policies, double verification, logs)
 - Diapering & Toilet Training SOP (sanitation, parental communication, logs)
 - Illness & Exposure procedures
 - Mandatory Reporting training (child abuse/neglect)
 - Emergency Preparedness (fire drills, earthquake, lockdown, injury response)
 - Daily classroom & playground safety checks
 - HIPAA & Family Communication policies
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Module 3: Child Development & Curriculum

- Child Care Basics (all staff)
- Enhancing Quality of Early Learning (EQEL)
- Positive staff-child interactions policy
- Behavior management & positive discipline techniques
- Age-appropriate lesson planning & curriculum implementation

- Montessori-inspired calming strategies (push on wall, water play, breath work, helper roles, etc.)
 - Inclusive practices (diverse populations, cultural responsiveness, ADA support)
 - Observation, assessment & documentation in Brightwheel
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Module 4: Daily Operations & Logs

- Food labeling & allergy protocols
 - Fridge & freezer temperature logs
 - Diaper logs, feeding logs, sleep logs
 - First Aid kit audits
 - Daily, weekly, and “before/after each use” cleaning checklists
 - Laundry schedules & limits
 - Expiration checks (meds, food, first aid supplies)
 - Inventory & supply sign-out sheets
 - End-of-shift reports & communication protocol
 - Timesheets & clock-in/out procedures
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Module 5: Food Program (CACFP)

- Meal service protocol (allergy plates, head counts, seating, serving)
 - No outside food policy
 - Choking awareness & supervision
 - Proper meal/snack schedule compliance
 - Kitchen sanitation & food cart procedures
 - Staff eating policy (breaks, no snacking in class, coffee rules)
 - Menu development & CACFP compliance
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Module 6: Administration & Staff Resources

- SOPs on atccenter.org reviewed (Call Outs, Cell Phone, Heat Stroke/Burn, Uniform, Grievance, Vacation, etc.)
- Monthly newsletter procedures
- Brightwheel onboarding & communication logs
- Staff write-up & termination policy
- Professional development requirements (10 hrs annual, in-service, EQEL, leadership practices for management)
- MERIT profile requirements & audit process
- Playbook Zoom meeting participation

- Staff recognition & employee of the month program
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Module 7: Enrollment & Family Engagement

- New student packet & enrollment process
- Cubbies/bins/pockets labeling & audits
- Family communication (schedule changes, developmental concerns, HIPAA rules)
- Parent meetings & conferences procedures
- Student progress reports & observation notes
- Cultural sensitivity & inclusion practices

Training Sign-Off

Trainer Signature: _____

Date: _____

Staff Signature: _____

Date: _____