

MLEDP

NEW EMPLOYEE

BASIC ORIENTATION

MT. LEBANON
Extended Day Program



Professional, Affordable, Convenient
School Age Child Care

MLEDP.org

ADMINISTRATIVE: Completed at the Administrative Office

Topic	Date	Filed in Personnel File
Day Care Staff Data Sheet		
I-9 Form (Employment Eligibility Form)		
Two Forms of Appropriate ID Copied (See Lists on I-9 Form)		
Disclosure Statement Signed		
Criminal Background Clearance		
Child Abuse Clearance		
FBI Clearance		
Clearances Copied and Sent		
Child Care Employment Verification		
Diploma and Transcripts for Position		
Two (2) Written References		
Health Assessment		
Mantoux TB Test		
Direct Deposit (voided check)		
Payroll Information Sheet		
W-4 Tax Form Completed		
MLEDP Handbook Acknowledgement Received		
Emergency Contact Information		
Workers' Compensation Information		
Program Standards Information		n/a

I have read the list of items required for my employment and agree to have all items completed before I begin employment on site with children.

Employee's Signature _____ Date _____

Site and Program Information - Completed with Assistant Director

or Center Director

Topic	Completed	Date
MLEDP History		
Child Care Program Philosophy and Mission		
Board of Directors		
Who's Who in MLEDP		
Relationship with Mt. Lebanon		
Center Locations		
Staff Rosters/Phone Lists		
Job Description		
Three (3) Month Provisional Period and Conference		
Annual Work Performance Evaluation		
Time Sheet - Record site time, planning time, training time. Turn in weekly to supervisor. Must be in the office by following Monday morning.		
Work Schedule		
School Calendar		
Long and Half Days		
School Delays or Closings		
Summer Program		
Reporting Off		
Benefits - Eligibility		
Paid Personal/Sick and Vacation Requirements and Requesting Time Off (Paid, Unpaid)		
Leave of Absence		

Topic	Completed	Date
Performance Accountabilities		
Professionalism		
Confidentiality		
Team Work		
Dress Code/Appropriate Attire		
School-Age Care Staff Orientation (dvd and assignments)		
DPW Policies Standards (Program, Care and Site)- Regulations Handbook		
DPW Supervision of Children Policy		
DPW Lost Child Policy		
DPW Annual Training Required - Fire Safety ____, Emergency Evacuation ____, Child Care Training-6Hours Every Year ____, and First Aid/Cpr Training ____		
Training Record		
Health Assessment Initial and Updates (every 2 years)		
DPW Policies Standards (Program, Care and Site)- Regulations Handbook		
Reporting Incidents/Accidents		
Mandated Reports for Suspected Child Abuse		
DPW Annual Inspection - assigned licensing representative		
Staff Meetings - site ____, MLEDP ____		
Safety Staff:Child Ratios ____, Tags ____, Site ____, Play Areas ____, Extreme Temperatures, Sunscreen ____, Visitors ____, Emergency Pickup Notification ____, Checking Attendance		
Safety Release of Children - ID requirements for person picking up children		

Topic	Completed	Date
Interaction with Children - children entering the site ____ program activities ____, snack time ____, group management skills ____, inclusion ____, moving with groups of children _____		
Interaction with Children - behavior management,		
Being Alone with Children		
Center Communications - Phone Messages ____, Parent Log ____, Parent Center _____ Planning Calendar _____ Staff Log ____, Appropriate Greetings of children, parents, school personnel, etc. ____, Radios _____		
Checking Scheduled Attendance/Sign-in, Sign-out Sheets		
Parents - intoxicated, PFA situations		
First Aid Kits		
Children's Medications		
Planning Program Activities - child-centered, age appropriate, learning through play, choices, inclusion, homework, gym and/or outside activities, celebration of holidays, field trips, snack service, group meeting		
Computers - program resource, staff learning resource (lynda.com), staff resources (internet sites, books, etc)		
Homework Assistance		
Supplies - ordering		
Site Cleanliness		
Office Resources - supplies, staff computer, forms (expense report, check request) center mailbox, admin staff roles		
Center Directors		
Children's Medications		

Topic	Completed	Date
Children's Files - Complete, Six-Month Review, Share appropriate information with team members		
Confidential Documentation		
Requests for Communication with Parents, Teachers		
Conduct Team Meetings		
Supervision of Staff		
Planning Calendar		
Communication with Parents _____, Team _____, School Personnel _____		

Mt. Lebanon Extended Day Program
250 Mt. Lebanon Blvd. Suite #414
Pittsburgh, Pa.15234
412-343-1661

To: Staff Members

DPW Reminders (Supervision of Children Policy & Lost Child Policy)

DPW Supervision Policy - DPW has a specific written policy about the supervision of children. Please review the policy and ask for clarification if needed.

Reference: Pennsylvania Code Title 55. Public Welfare Chapter 3270
§3270.113a Supervision of children – Statement of Policy

The phrase *supervised at all times* means that each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children assigned in his group. The staff person shall be physically present with the children in this group.

Pennsylvania Code Title 55. Public Welfare Chapter 3270: §§ 3270.20, 3280.19 and 3290.17
The DPW regulations for child care facilities require that the facility operator shall report incidents involving inpatient hospitalization or emergency room treatment of a child receiving care at the facility, the death of a child receiving care at the facility and a facility fire that requires the service of a fire department.

The statement of policy also requires that when a child in care is lost, the facility operator shall immediately notify a child's parent and shall telephone the appropriate regional office of the Department within 24 hours. The facility operator must also mail or deliver a written report to the appropriate regional office with 72 hours after the occurrence.

Lost child incidents are as follows:

- (1) A child receiving care in the facility is lost or missing from the facility.
- (2) A child in the care of the facility is left behind on a facility excursion
- (3) A child receiving care in the facility is left unattended in the facility when the facility is closed.

MLEDP Head Count Procedure (Pool/Moving to another Location/Field Trips)

Each group (K, 1, 2, 3, 4/5/6) is required to take a complete group head count at the start of the day, upon leaving the site for a new location (outside play area, **pool**, field trips), upon arriving at the new location and before returning from that location. No exceptions.

Failure to follow the DPW Supervision of Children and Reporting A Lost Child policies as well as the MLEDP Head Count Procedure will be considered cause for dismissal.

Basic New Staff Orientation Completed (Form will be filed in Personnel File)

Assistant Director or Center Director

Date

Employee's Signature

Date