



Spanish Immersion School

EMPLOYEE ORIENTATION TRAINING

Employee: _____ Classroom: _____

Orientation Leader: _____ Mentor: _____

POLICY AND STANDARDS	DATE	EMPLOYEE	TRAINER
Mission/Philosophy Statement			
Reporting Abuse and Neglect			
Supervision of Children			
Attendance			
Background Checks			
Confidentiality			
Dress Code			
Employee Accident Reporting			
Evacuation Procedures			
Employment at Will			
Job Description			
DSS Files and Records			
90 Day Probation			
Training, Finger Prints, CPR & First Aid. Corresponding amount will be deducted from employee's last paycheck if working relationship less than 6 months.			
No Smoking Policy			
Overtime			
Performance Evaluations			
Merits			
Training Hours			
Continuing Education			

Severe Weather Procedures			
Attendance/Record Keeping			
Visitors			
Conflict Resolution			
Insurance/Benefits			
Pay Cycle			
Employee Child Care Benefit			
Holiday Pay			
NAEYC Standards and Quality			
Curriculum			
Environment			
Health and Safety			
Family Style Dining			
Zoning for Safety			
End Of Day Duties			
Beginning of Day Duties			
Assessment and Portfolios			
Family Partnerships			
Conferences			
Lesson Plan Template			
Classroom Newsletter			
Gate Code – Garden Gate -			
Minimum Standard Overview			
Discipline and Guidance			
Release of Children			
Emergency Plans			
First Aid & CPR Requirements			

Pre-Service Skills – Classroom Practicum => Classroom Practicum will include: developmental stage, age-appropriate activities, fostering children’s self-esteem, supervision & safety, positive interactions, and preventing the spread of communicable diseases. 16 Hours .