**To Do Before You Start:**

1. Bring in the following:
2. Transcripts, High School Diploma, and Teaching Certificates (to be copied)
3. Driver’s License (to be copied)
4. 2 Reference Letters
5. Any First Aid/CPR training
6. Clearances/Certifications –guide to how to fill out is in new hire packet with other paperwork that needs filled out
7. New Hire Paperwork to fill out including:
* Application
* Employee Questionnaire
* Employment Policies
* Staff Data Sheet
* Disclosure Statement about Provisional Employment
* Constitution
* Job Description
* Local Earned Income Tax Form
* W-4
* Emergency Plan Training (need to learn it from a booklet that stays at the daycare center)
1. Mandated Reporter Training (3 hours)
2. Visit : “[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)”
3. Click the link for “registration” at the top right hand side of page
4. Write down all login information and keep in file
5. Fill out the form and Click the “submit” button
6. Take the 3 hour class, watch all videos, and fill out questions
7. Print out completion Certificate and bring in
8. Get **ALL** employers work verification filled out and signed
9. Get your physical/TB test done (staff health assessment sheet provided)

**To Do When You Train:**

1. Read Allergy and Health Concerns book (located in every room)
2. Epipens
3. Locations- In Gio’s is in big green bag, Natalia’s is in Preschool room in the left hand cupboard above sink, Stefan’s is in Lunch Room in First Aid Box
4. How to use- Practice with Tester
5. Medical logs
6. What are they?
	* They are a form that is required by DPW (DHS) for any medication the daycare may have to administer to the child. Parents **MUST** sign off on the paper.
7. How to use them
	* The parent must fill out appropriately and leave here. You are required to note the time of administering, any reactions to the medication, and write initials when administered.
8. Sunscreen must be applied 20 minutes before and every 2 hours when children are outside
9. Refer to Sick Child Policy (Attached)
10. Refer to Opener/Closer Checklists (Attached)
11. Better Kid Care- New Staff Orientation: Getting Started (8 hrs)
12. Visit: “http://extension.psu.edu/youth/betterkidcare”
13. Scroll down and click on “Sign in to On Demand” Link
14. Select “No, I am a new customer”
15. Click on “New Customer”
16. Fill out all required information and Click “Continue”
17. Check email sent.
18. Write down Login info and keep in file
19. Login and begin working on hours
20. It is not necessary that it is done all in one sitting; you may save where you left off and finish another time.
21. When hours are complete bring in copies of certificates