# Licensed, centre-based child care onboarding checklist

The onboarding checklist for staff in licensed, centre-based child care settings includes the following sections:

* Administrative – collect information and documents
* Orientation to the centre and program
* Orientation to classroom and role
* Training
* Set up personnel file for staff
* Supporting materials to be provided
* Orientation to the early years and child care system in Peel

## Administrative – collect information/documents

| **Item** | **Staff groups** | **Date received/ completed** |
| --- | --- | --- |
| Signed employee letter | All staff |  |
| Resume with references | All staff |  |
| Medical form | All staff |  |
| Health check | Students |  |
| First aid/CPR card | All staff |  |
| Criminal reference check, vulnerable sector check | All staff |  |
| Education certificate | All staff |  |
| College of ECE registration certificate or professional association verification (if required) | Educators and supervisors |  |
| Complete Employee Personal Information form | All staff |  |
| Complete Notice with Respect to the Collection of Personal Information form | All staff |  |
| Void cheque or account information for Payroll | All staff |  |
| Other: |  |  |
| Other: |  |  |

## Orientation to the centre and program

| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| --- | --- | --- | --- |
| Introduce the organization – including vision, mission, program statement, size, programs, and locations (as required) |  |  |  |
| Tour of the centre – including fire and emergency evacuation plan, location of exits, staff washrooms, staff room, storage of personal belongings, and allergy postings (as required) |  |  |  |
| Introduce new hire to centre staff and their roles (as required) |  |  |  |
| Review centre policies, procedures, and processes |  |  |  |
| Provide employee handbook, schedule time for new hire to read and follow up to answer any questions |  |  |  |
| Overview of Raising the Bar program/QEI and requirements |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Orientation to classroom and role

| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| --- | --- | --- | --- |
| Classroom orientation |  |  |  |
| Orientation to daily operations |  |  |  |
| Orientation to specific duties and responsibilities associated with the role |  |  |  |
| Review documentation needed |  |  |  |
| Provide information about support at the centre (who to go to for different concerns and questions) |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Training (for all)

| **Topic** | **Format (online, in person, hard copy)** | **Responsibility (self, supervisor, other)** | **Date completed** |
| --- | --- | --- | --- |
| Orientation to training technology/learning management system |  |  |  |
| How Does Learning Happen? training (as appropriate) | How Does Learning Happen?:  [ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years](https://www.ontario.ca/page/how-does-learning-happen-ontarios-pedagogy-early-years) |  |  |
| Supervisor training (as appropriate) |  |  |  |
| Anaphylaxis training, review anaphylaxis emergency plans, signature on all Epi-Pen training and Individualized Support Plans | Online training:  [allergyaware.ca/courses/](https://www.allergyaware.ca/courses/) - (scroll down to Anaphylaxis in Child Care Settings) |  |  |
| Review non-anaphylaxis emergency plans, signature on Individualized Support Plans |  |  |  |
| Review of Students with Special Needs Individualized Program Plans |  |  |  |
| Review of PIRS Individual Program Plans |  |  |  |
| Health & Safety course | Online training: [labour.gov.on.ca/english/hs/elearn/worker/foursteps.php](https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php) |  |  |
| Early Years & Child Care Act self-test (staff only) | Online training:  [earlyyears.edu.gov.on.ca/CCEYATestWeb/public/home.xhtml](https://www.earlyyears.edu.gov.on.ca/CCEYATestWeb/public/home.xhtml) |  |  |
| Food handler’s/food safety course | Online training:  [safecheck1.com/product/food-handler-cn/](https://www.safecheck1.com/product/food-handler-cn/) |  |  |
| Allergen training | Online training:  [traincancampus.com/PreRegister.php](https://traincancampus.com/PreRegister.php)  (Select “Allergen Training for the Foodservice and Food Retail Industry 2nd Edition”) |  |  |
| WHMIS |  |  |  |
| AODA |  |  |  |
| Expectations around supervision of children – release of children, ratios |  |  |  |
| OCCMS (if needed) | Early Years and Child Care Service Provider Handbook - Peel Region licensed child care providers (section 20) |  |  |
| Overview of CDRCP PL opportunities and how to register |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

## Set up personnel file for staff

| **Item** | **Responsibility** | **Date completed** |
| --- | --- | --- |
| Submit Director’s approval |  |  |
| Set up staff profile in provider payroll system |  |  |
| Set up staff profile in CDRCP |  |  |
| Set up staff profile on Ministry spreadsheets, including staff review, staff tracking, and staff program |  |  |
| Set up staff profile on online child care licensing system |  |  |
| Set up staff profile on email group/phone |  |  |
| Set up staff profile on Transparent Classroom (or similar) |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

## Supporting materials to be provided

| **Item** | **Format (link, hard copy, etc.)** | **Date provided** |
| --- | --- | --- |
| Policy and procedure manual |  |  |
| Training handbook/manual (if applicable) |  |  |
| Human Resources manual/employee handbook |  |  |
| Parent/guardian handbook |  |  |
| Job description |  |  |
| Program calendar |  |  |
| Door entry code or other security items |  |  |
| Business card |  |  |
| Payroll and scheduling information |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

## Orientation to the overall early years and child care system in Peel

These resources also provide information about the overall early years and child care system in Peel. Choose resources from the list to help you onboard your new staff.

You can find these resources at: [peelregion.ca/children/operators-and-partners/onboarding-new-employees/child-care-onboarding/](http://www.peelregion.ca/children/operators-and-partners/onboarding-new-employees/child-care-onboarding/)

| **System resources** | **Brief description** |
| --- | --- |
| Peel’s early years and child care sector | This resource introduces the early years and child care sector in Peel, including the role of Peel Region as the CMSM. |
| Early Years and Child Care Service System Plan | The Early Years and Child Care Service System Plan (“System Plan”) sets the path for how we will continue to build and grow an early years and child care system that is responsive to the current and future needs of children and families in Peel. |
| Early Years Specialists (EYS) | This resource describes the role of the Early Years Specialists. |
| Peel Inclusion Resource Services (PIRS) resource consultants | The PIRS Memorandum of Understanding explains the roles and responsibilities of Child Care Service Providers, PIRS Special Needs Resourcing (SNR) agencies, and Peel Region. |
| Child care subsidy | Peel Region provides child care subsidy to help qualifying families with child care costs for children 12 years and younger in licensed child care programs. |
| Journey Together program | This resource describes the Journey Together program. |
| CDRCP professional learning | This resource describes Child Development Resource Connection Peel’s (CDRCP’s) professional learning services and resources. |
| InfoPeel | This resource describes CDRCP’s InfoPeel. |
| Ontario Child Care Management System | Ontario Child Care Management System (OCCMS) is a provincial, cloud-based tool with custom-built features for data management. OCCMS supports the administration of provincial funding such as child care subsidy and CWELCC. |
| Public Health services and resources | This resource provides links to public health programs and services for families and children. |