EARLY CHILDHOOD ORIENTATION CHECKLIST

To be completed by COOPERATING TEACHER and STUDENT TEACHER

The cooperating teacher and student teacher should complete the orientation checklist before the first week of placement. However, that is not always possible. At the latest, the checklist should be completed by the end of the first week of placement. It is expected that completing the checklist will take between 45 minutes to an hour.

☐ Arrival/departure time and sign-in/out procedures
☐ Tour of facility and introduction to other staff members
☐ Copy of Program/Parent Handbook
☐ Parent/Teacher conferences
☐ Explanation of program philosophy and curriculum
☐ Lesson plan structure and due dates
☐ Units/themes
☐ Schedule of providing feedback to student teacher both daily and weekly
☐ Information on children with special needs and dietary restrictions
☐ Information about meals (eating with children, bringing own meals, meal program)
☐ Policy regarding holiday and birthday celebrations
☐ Purchase of materials
☐ Orientation to program procedures:
  ~ Accidents & Disinfecting & Shaken Baby Syndrome
  ~ Blood borne pathogens & Early Release Days & SIDS
  ~ Bomb alerts & Fire drills & Snow days
  ~ CPR/First Aid & Hand washing & Special classes
  ~ Diapering & Library procedures & Storm/tornado drills
  ~ Dietary restrictions & Lost and found & Use of school facilities
  ~ Discipline & Medication (playground, lounge, etc.) & Parent communication

____________________________________               ___________________________________
Cooperating Teacher Signature/Date                           Student Teacher Signature/Date