

River Valley Child Development Services

Program Orientation Check-Off

Program Directors

Revised: December 1, 2017

Date of Orientation: _____ Name of Employee: _____

Job Title: _____ Program: _____

Date Completed	Items
	Dress Code Policy & Procedure
	Travel Policy & Procedure & Forms
	Safety & Emergency Plans Policy & Procedure (Program Specific)
	Emergency Information (Optional)
	Hours of Operation
	Timesheet Coding & Leave Request
	ID Badge Practice
	Phone List/ Phone Tree
	Social Media Pages
	Key Forms
	Important Dates for Fiscal Year
	Business Cards
	Program Organizational Chart
	Sign In/Sign Out Procedure
	Phone & Voicemail Setup
	Email Signature
	Personal Cell Phone Use
	Acronym List
	IT Policy
	Program Tour to Meet Staff
	Signed Job Description

I have read and review the information provided/ referred to herein and I will abide by them. I have had the opportunity to ask questions; however, should I have further questions, I will ask my Director/supervisor. I may find these and other policies/procedures on the River Valley website at www.rvcds.org.

A copy of this check list must be submitted to HR upon completion.

Employee

Date

Program Director

Date