

## CHILD & FAMILY DEVELOPMENT PROGRAMS

**Community Action Team, Inc.**

Center Norm Checklist for New Employees

**Staff Name** \_\_\_\_\_

**Employment Date** \_\_\_\_\_

First Day – Center Norm Checklist	Completed
Roles & Responsibilities – Chain of Command, getting questions answered	
Grievances	
Reporting for Work	
CAT Dress Code 5.05f	
Staff Schedule – breaks, lunch, home visits, adjustments	
Time Off Requests	
Calling In	
Center Schedule	
Due Dates, Program and Specific Site Requirements	
Staff Travel for Meetings and Trainings (Procedure 1-23)	
Supervisor Expectations for <ul style="list-style-type: none"> <li>• 1<sup>st</sup> month</li> <li>• 3<sup>rd</sup> month</li> <li>• 6<sup>th</sup> months</li> </ul>	
Training Information, Process to Request	
Work/Office Space	
Staff Personal Space/Item Storage	
Center Communications Systems	
Google/Google Docs/Outlook	
Supplies	
Sign In/Out of Classrooms	
Center Phones – Answering/Messages	
Copier/Lamination	
Center Cleaning	
Parking Lot/Grounds	
Meetings	
Family Events	
Center Tour and Introductions	
Other:	
Other	

This list is not all inclusive and you may need to discuss other site specific information. Cross-referenced to PS and program policies, procedures and forms as needed. Center managers and staff will discuss and complete these items together.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_