

Children's Ministry Worker Checklist

PERSONAL INFORMATION

Name: _____ Title/Position: _____

Ministry Leader: _____ Primary Age Group: _____

BEFORE FIRST CLASS

- Provide copies of Children's Ministry Guidelines and Policies
- Conduct Site Orientation (including policy folder location)

POLICIES

- Review Key Policies

<input type="checkbox"/> Nursery Snack	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Diaper Change
<input type="checkbox"/> Cellphone Usage	<input type="checkbox"/> Photo/Video	<input type="checkbox"/> Social Media
<input type="checkbox"/> Fire Safety	<input type="checkbox"/> Check-In/Out	<input type="checkbox"/> Dress Code
<input type="checkbox"/> Incident Reporting	<input type="checkbox"/> Emergency Contacts	<input type="checkbox"/> Punctuality
<input type="checkbox"/> Call-out Procedures	<input type="checkbox"/> Scheduling	<input type="checkbox"/> Discipline Policy

GENERAL ORIENTATION

- Tour of facility, including:

Policy Manual	Keys	Entrances	Phones	Computers	Curriculum
Fire Extinguishers	Cleaning Supplies	Office Supplies	Kitchen/Pantry	Security Codes	Restrooms

Ministry **Leader** Name (Printed): _____

Ministry **Leader** Signature: _____ Date: _____

Ministry **Worker** Name (Printed): _____

Ministry **Worker** Signature: _____ Date: _____

