

New Employee On-Site Scavenger Hunt

Print Name: _____

Welcome to our team! We have developed this as a fun way to get to know the space you will be working in the people you will be working with. Please use the children and the staff to help you complete this scavenger hunt.

1. Find the Time Sheet book, put your name in it, and "clock in."
2. Call the office and say you're beginning the scavenger hunt.
3. What is your site director's cell phone number? _____
4. The President of Kids Council is _____ and his/her favorite thing to have for snack is _____.
5. The Associate Director is _____ and his/her favorite thing about this job is _____.
6. Another staff member named _____'s favorite field trip to take with kids is _____.
7. Another staff member named _____'s favorite activity to do with the kids is _____.
8. Find the 'Proper Hand Washing' signs, how many seconds are recommended? _____
9. Find the activity calendar. What is happening next Wednesday? _____
10. Where are the dry snack items located? _____
11. What is the phone number for poison control? _____
12. Where are the adults-only craft supplies like glitter? _____
13. How many adults does it take to properly set up the EZ Up canopies? _____
14. What is the 2nd rule posted in the cafeteria? _____
15. What color is the copy of the accident report that the parent receives? _____
16. Where are the charging units for the walkie talkies? _____
17. What was the date of the last fire drill? _____
18. How many staff work on Wednesday afternoon? _____
19. What two pieces of information on the kids' registration form does law require? _____
20. Who are the first & last children/families in the family file box? _____ & _____
21. Where is the bleach and water spray bottle for disinfecting the tables? _____
22. Where is the mop water cleaning solution? _____
23. How many did we plan for to eat snack today? _____
24. Where is the backpack with first aid supplies that goes on all field trips? _____
25. What color clothes pin do children put by their names when they go outside? _____
26. What is the third step of the discipline policy? _____
27. Where is the SACERS book? _____
28. Call Mike or Chelsea at home & let them know you've finished doing the scavenger hunt.

Thank you, we hope this was fun, informative and helpful!

Employee Statement:

- I know and understand the fire evacuation and disaster plans.
- I am familiar with SACERS and can locate a copy on site.
- I have read and understand my work schedule.

Signed _____ Date _____

Please attach to your first time sheet!