

New Site Director Onboarding

Whether leading a newly established site or stepping into an existing one, your onboarding will provide the tools, support, and guidance you need to manage your team and confidently create a successful program.

INTRODUCTION TO THE TEAM:

- ✓ **Familiarize parents with the KangarooTime app for smooth pick-up procedures.**
- ✓ **Introduce yourself to staff, school staff, and parents, providing your AlphaBEST contact details.**
- ✓ **Provide parents with your site schedule and necessary pick-up info.**
- ✓ **Get familiar with ADP and the appropriate punch-in and out method for your site.**

SETTING EXPECTATIONS:

- ✓ **Review daily expectations with Group Leaders and Staff, using repetition to reinforce key points.**
- ✓ **Set up the Chill Zone: Optional (depending on site needs).**
- ✓ **Provide parents with your site schedule and necessary pick-up info.**
- ✓ **Program Expectations:**
 - Review rules
 - Review schedules
 - Review expected behavior with all staff and students
 - Review time punches
- ✓ **Each staff member must follow:**
 - Site-specific Policies
 - Emergency Preparedness
 - Health and Safety Regulations
 - Required Training
 - Certifications
 - Accurately punch in/out based on time worked



NOTES:
