

Guiding Checklist for Onboarding Coop-Student

<p>Purpose of the checklist for coop student onboarding</p>	<ul style="list-style-type: none"> - To streamline the pathway for receiving the students
<p>What are the benefits of receiving co-op students?</p>	<ul style="list-style-type: none"> - This opportunity provides the student with the hands-on experience and exposure in working in the field - Opportunity to build relationship with potential employee - Enables the center to add a caring adult to support the children
<p>Checklist to support onboarding of coop student</p> <p>Typical onboarding and shadowing time for student: 3 to 5 days</p>	<p>Must haves:</p> <ol style="list-style-type: none"> 1) Meet and greet to learn more about the student and ensure the student possesses interest in exploring the field of childcare and aligns with their plan after leaving high-school. 2) Conversation with guidance counselor and student on accommodations for the student 3) Meeting with site supervisor for following action items: <ul style="list-style-type: none"> - Tour of the center - Health and Safety - Expectations and role of the student - How will the student be evaluated for midterm and final term? Who will evaluate the student? - Who shall the student shadow while onboarding? - Who will the student correspond with for weekly attendance and weekly check-ins? - Who shall the student work with while being on the floor and can ask questions (i.e., Who will be my go-to)? - Review of policy and procedure binder of the center <p>Supplementary docs/resources:</p> <ul style="list-style-type: none"> - How Does Learning Happen? Ontario's Pedagogy for Early Years