**NEW HIRE TRAINING CHECKLIST**

**Emergency Procedures**

* Fire drills
* Childcare code
* Power outages
* Blood borne pathogens exposure
* Injured members
* First Aid/CPR & AED
* Locations Incident reports
* Redwood’s trainings

**Children Policies**

* Children under 12 may not be in the building without a parent
* Children under 12 must be signed in and out by a parent
* Children under 12 must be accompanied by an adult at all times
* Bathroom policy
* Must be 8-13 in the YFC

**Misc. Policies and Procedure**

* How/when to use walkie-talkies
* 1 hour time limit in the YFC
* Transportation of kids from YFC/Kids
* Zone Guest policy
* Always scan in at the front desk
* Dress code
* Opening and Closing the YFC

**Youth Fitness Center Systems**

* YFC Daily shift duties
* YFC New participant orientation
* Appointments plus – scheduling orientation
* YFC Stats
* YFC Time violation log
* YFC Behavior violation log YFC workout routine