



# The 90-Day Staff Retention Roadmap

This roadmap helps you implement the 3 Pillars across 3 distinct Phases.

**Goal:** Transition of new hires from "probationary employees" to "invested team members."

## Phase 1: The "First Impression" (Days 1–30)

*Focus: Psychological safety and cultural integration.*

- **Values-First Orientation:** Spend the first hour discussing the *why* (your mission) before the *how* (the rulebook).
- **The "Welcome Kit":** A physical branded item (shirt, mug) and a handwritten welcome note from the Director waiting at their station.
- **Peer Buddy Assignment:** Pair the new hire with a "Culture Champion"—a high-performing veteran who isn't their supervisor—to answer the "silly" questions.
- **Weekly Pulse Checks:** A scheduled 15-minute sit-down every Friday. Ask: *"What was the most confusing thing you encountered this week?"*

## Phase 2: The "Academic Integration" (Days 31–60)

*Focus: Competence and confidence in the classroom.*

- Scaffolding Responsibility:** Move from observing to lead-teaching in specific blocks (e.g., Circle Time) rather than the whole day at once.
- Curriculum Deep-Dive:** One-on-one coaching session specifically on **Assessment and Documentation** to remove the "overwhelmed" feeling of paperwork.
- Milestone Celebration:** Publicly recognize one "small win" (e.g., a successfully handled behavior moment) in a staff meeting or internal newsletter.

## Phase 3: The "Future Commitment" (Days 61–90)

*Focus: Professional identity and financial pathing.*

[ ] **Professional Development Plan:** Identify one credential or skill the staff member wants to gain (e.g., CDA, specialized behavior training) and map out how the center supports it.

[ ] **Transparency Talk:** Sit down to explain the **Quality-Profit Connection**. Show them how their classroom excellence leads to the center's financial health, which in turn supports their raises.


[ ] **The Stay Interview:** Ask: *"What would make you want to stay here for the next three years?"* and *"What is one thing that might make you consider leaving?"*

## Contact Us:

**iCare Software**

 <https://icaresoftware.com/>

 [info@icaresoftware.com](mailto:info@icaresoftware.com)

 978 266 0224

**Disclaimer:** The recommendations, checklists, and strategies provided in this document are intended for informational purposes only and do not constitute legal or regulatory advice. Users are responsible for ensuring that all operational procedures comply with applicable federal, state, and local childcare licensing, health and safety, and labor requirements. iCare Software recommends a full review of these materials by your legal counsel or state licensing representative prior to implementation.