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|  Policy #: HRM -7 | Effective Date: 6/22/10 | Page #: 1 of 2 |
| Ref #: # 1304.52 (K) (1) | Policy Council Approval Date: 6/22/10 | |

COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: NEW STAFF ORIENTATION

PERFORMANCE OBJECTIVE: To provide an orientation to all new staff, consultants and volunteers which includes, at a minimum, the goals and philosophy of Highland Rim Head Start and the ways in which they are implemented.

POLICY AND PROCEDURE:

All Highland Rim Head Start staff participate in new staff orientation that includes, at a minimum:

- The goals and philosophy of Head Start and the ways in which they are implemented by Highland Rim Head Start;
- The Agency Mission Statement
- An introduction to the Head Start Program Performance Standards and program Policies and Procedures, including Standards of Conduct;
- Methods and policies for prevention, identifying and reporting child abuse and neglect that comply with applicable State and Local laws;
- Duties outlined in the Job Description;
- Emergency procedures;
- Policies regarding discipline of children;
- Policies for receiving and dismissing children;
- Parent-Center information;
- Disease control and health promotion;
- Overview of licensing requirements;
- Information on risks of infection to female employees of childbearing age;
- TNELDS – Before you begin

New staff are provided a New Staff Orientation packet with detailed checklists and handouts for the items to be trained on. During orientation, each day, new staff initial each item as they receive training.

Once orientation has been completed, new staff are provided with a job specific checklist of ongoing training to be completed within the first two weeks of employment.