

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design and Management	PC Approval Date: 9/6/05, 1/18/18
Title: New Child Services Contractor Orientation	Updated: 11/07/2017 Added EHS
Policy #: HS-56	NI Board Approval: 9/12/19
Forms Required: Head Start Information Packet, Standards of Conduct, TB Screening, Confidentiality Policy	
Performance Standards: 1304.52 (k)(1)	Page 1 of 1

Policy:

All new Child Services Contractors will be oriented by the Head Start Specialist who manages their contract. This orientation will include: NeighborImpact’s mission statement, Head Start & Early Head Start program philosophy; Head Start & Early Head Start current long range goals and short-term objectives; Head Start & Early Head Start Issue Briefs (Head Start Basics, Head Start Performance Standards, & Head Start Works); and Head Start’s Organizational Chart.

Purpose:

In order to deliver quality Head Start & Early Head Start services, new Child Services Contractors need an initial orientation that provides an overview of the agency and an orientation to the goals, philosophy and organization of the Head Start Program.

Procedure:

Specialist

- A. The Specialist provides the contractor with a Head Start Program orientation packet which includes; the programs current goals and objectives, the program’s philosophy, management and site contact information, the program’s organizational chart and Head Start Issue Briefs.
- B. The Specialist reviews the packet of information with the contractor and answers any questions.
- C. The Specialist introduces the contractor to Head Start management staff and the NeighborImpact receptionist and Human Resources Manager.
- D. The Specialist reviews the program’s confidentiality policy thoroughly with the contractor, answers all questions and ensures that the contractor sign’s the policy.
- E. The Specialist ensures that the operation Director has the original signed consultant contract and all procurement forms.
- F. The Specialist forwards the following forms to the Human Resources Manager; signed TB screening, signed Head Start Program Standards of Conduct, current resume, copies of all required licenses and certifications, copy of signed confidentiality policy, and a copy of professional liability insurance certificate.
- G. The Specialist reviews the contract, body of work, invoicing requirements and documentation required with the contractor.

NeighborImpact Executive Director

- A. New Child Services Consultants are invited to an orientation presentation that includes; orientation to the programs and services of NeighborImpact, a review of NeighborImpact’s strategic plan and an orientation to the management and governance structure of the agency.

Head Start Director

- A. New Child Services Consultants are invited to an orientation provided by the Head Start Director that includes; a review of the program philosophy, goal and objectives, how services are provided (Models and Sites), child outcomes information, organizational structure and Head Start Program governance.