

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design and Management	PC Approval Date: 8/19/08, 1/18/18
Title: New Employee Orientation	Updated:
Policy #: HS-57	NI Board Approval: 9/12/19
Forms Required: NeighborImpact New Hire/Head Start Document Checklist & Packet: Head Start Orientation Checklist, Head Start's Program Philosophy, Head Start's current Long Range Goals and Short-term Objectives, Head Start Issue Briefs (Head Start Basics, Head Start Performance Standards, and Head Start Works) Head Start Organizational Chart, Head Start Child Abuse Policy and Procedure, Head Start Transition Services Policy and Procedure, Confidentiality Policy, Head Start Standards of Conduct, Head Start Dress Code, Supervision of Children Policy and Procedure, and the Bus Loading and Unloading Policy. Job Specific Orientation Checklist .	
Performance Standards:1302.90(b,c) 1302.92(a)	Page 1 of 2

Policy: NeighborImpact Head Start will provide to all new staff, consultants, and volunteers an orientation that includes the goals and underlying philosophy of the program and on the ways they are implemented.

Purpose:

In order to provide a safe learning environment and effectively do their job, employees will receive an initial onboarding and orientation that includes all legally required employment documents, an overview of the agency and it's goals, philosophy, and organization of the Head Start program. Employees also need to understand the program's policies and procedures related to the identification and reporting of child abuse, confidentiality transition services, as well as the expectations and polices and procedures related to their job description.

Procedure:

Human Resources On-Boarding (See NeighborImpact New Hire/Document Checklist)

- A. Before beginning work at an assigned Head Start site, the new employee meets with the NeighborImpact Human Resources staff member to ensure, **before proceeding with the on-boarding**, that they have a current criminal background check.
- B. Human Resources meets with the employee to complete the NeighborImpact onboarding process.
- C. The Human Resources Manager provides the employee with Head Start Health (Physical exam and TB screening) forms with instructions for completion and collects signatures on the Head Start Standards of Conduct, Confidentiality and Job Description Forms
- D. Human Resources reviews the required certifications (i.e. CPR, First Aid, Food Handler, CDA, transcripts, licenses), makes copies and provides due dates for the receipt of documentation.
- E. The new staff member will then meet with the Head Start Education Services staff member to complete the Head Start Orientation process.

Education Services Staff Member

- A. The Education Services Staff Member will provide new staff with a Head Start program orientation packet which includes; Head Start Orientation Checklist, Head Start's Program Philosophy, Head Start's current Long Range Goals and Short-term Objectives, Head Start Issue Briefs (Head Start Basics, Head Start Performance Standards, and Head Start Works) Head Start Organizational Chart, Head Start Child Abuse Policy and Procedure, Child Abuse Report Form, Head Start Transition Services Policy and Procedure, Confidentiality Policy, Head Start Standards of Conduct, Head Start Dress Code, Supervision of Children Policy and Procedure, and the Bus Loading and Unloading Policy.
- B. The new staff member will receive a brief power point training from the Education Services Staff member.
- C. The Education Services Staff Member will give the new staff member their supervisor's phone number, and let them know when their first day of work will be and where to go to work.

Head Start Supervisor

- A. The supervisor reviews the Head Start program new hire orientation packet with employee; including, the new hire employee checklist and job description provided by Human Resources.
- B. The supervisor provides the job specific trainings to work related responsibilities, policies and procedures, forms, computers, intranet and email access, keys, contact information and other site-based information.
- C. The supervisor and employee review the new hire orientation checklist and develop a plan to ensure the new employee receives all necessary trainings timely per provided timelines.
- D. The Head Start Supervisor will set the new staff member up on a computer to complete the Introduction to Childcare Health and Safety Training and Recognizing and Reporting Child Abuse and Neglect within 60 days of their hire.
- E. The supervisor will contact the Content Area Managers/Coordinators to schedule addition/more intentional trainings if necessary, ensuring trainings are completed within the timeframe requirements, and on-going trainings occur that support the professional development of the individual staff.
- F. The supervisor monitors that all trainings are being completed, follow up is occurring and the final document is signed by the 90 day minimum requirement.
- G. The new staff member and supervisor will ensure that the completed trainings are mailed in to ORO.
- H. The supervisor makes two copies, returns original to the Regional Coordinator, places a copy in supervisory file and provides the employee with a copy.
- I. The Regional Coordinator records the training completions in ChildPlus, and places a copy in the Human Resource employee file.