

Catching Success



*Through
Your
New Staff
Orientation*

UMATILLA-MORROW HEAD START, INC

MISSION

Umatilla-Morrow Head Start is a caring, innovative network of quality individuals working in partnership with others to strengthen families and communities.



Notes

New Staff Orientation Checklist

Employee Name: _____

Position: _____

Executive Director

Initial _____ Date _____

Welcome
Mission Statement

Associate Director-Administrative Services

Initial _____ Date _____

Job Description
Vacation Schedule, Holidays, Leave
Employment Policies
*Organizational Chart
*Salary Scale
*Paid leave
*Alcohol & Drug Policy
*Absentee Policy
*Safety Policy (Report incident within 24 hours-injuries requiring medical attention)
*Professional Appearance Policy
* Training Opportunities
* Oregon Family Leave Act, Family Medical Leave Act
Health/Dental/Life Insurance/Employee Assistance Plan/Voluntary Benefits
Manley Video
Retirement (After 12 working months 5% contribution (addtl. match 1, 2, 3%))
W4, W5, I9, Driver Information
Performance Evaluations
Bring Your Child to Work
Children at Work Policy

Parent Provider Consultant

Initial _____ Date _____

Child Abuse & Neglect

Health Director

Initial _____ Date _____

Health in Head Start
Safety – everyone's responsibility
Blood borne Pathogens
Proper Lifting Techniques
Car Seat Program
Hazard Communication- Material Safety Data Sheets

Operations Director/Associate Director Initial _____ Date _____

- How to Get Supplies
- Operations overview & Team Leader Role in the Organization
- Emergency Evacuation Plans
- Type 10
- Student Transportation
- Overview of Safety Programs
- Maintenance Requests & Procedures
- Use of Agency Vehicles
 - *How to sign out
 - *Scheduling
 - *Paper work
 - *Gas Cards
 - *Frog Store
- Forms File
- Main Office Tour & familiarization
- ID Cards

Fiscal Director Initial _____ Date _____

- Purchasing Process
- Travel
 - *Travel Expense Reports
 - *Mileage Sheets-Local Travel
- Payroll
 - *When to Turn In a Timesheet
 - *How to Fill Out a Timesheet
 - *When Checks Can Be Picked Up

Nutrition Services Director Initial _____ Date _____

- USDA/CACFP Requirements
- And Justice for All poster and discrimination complaint procedure
- Food Service Policy
- Meal Time Policy
- WIC
 - *Pregnant & Lactating Women, Infants and Children under 5 yrs of age that meet income guidelines.
 - *Nutrition Education plus Nutritious Food
 - *Clinic Locations
- Food Safety Issues
- Workplace Breastfeeding Guidelines
- Fruit/Vegetables Activity Log

Information Systems Director Initial _____ Date _____

- E-Mail Communication
- Computer Use Policy
- Training/Technical Assistance

Child Care Director Initial _____ Date _____

- Child Care Services Overview
- CCR&R Services-for-Parents, Providers and Community
- Community and State Partners-DHS, Employment Department, Child Care Division HUB

Education/Disabilities Director Initial _____ Date _____

- Outcome Measures
- Discipline Guidance Policy
- Curriculum Philosophy (DAP, Creative Curriculum, Anti-Bias Curriculum, UMCHS Curriculum Guide)
- Home Visiting
- School Readiness Goals
- Program Options/Hours of Operation
- Observing Children
- Observation and Program Monitoring
- Identification of Children with Disabilities
- Parent Involvement in Their Child's Education
- Program Pet Policy
- No Shoe Policy
- Holiday and Special Events Policy

Mental Health & Wellness Education Kids/Staff/Families

Community Mental Health Resources

Director of Child & Family Services Initial _____ Date _____

- Recruitment/Selection/Enrollment
- Role of Family Development Staff
- Community Partners
- Parent/Involvement Education

PLEASE SIGN AND RETURN TO HR

By signing below, I am acknowledging that I have been informed of the above information.

Staff Signature: _____ Date _____