

East Missouri Action Agency, Inc., Head Start
ORIENTATION CHECKLIST FOR ALL NEW STAFF

Welcome!

_____ Discuss what to do the first day.

Tour

_____ Where you can put your personal belongings.

_____ Introduce other staff. Their names and positions are (list on back):

_____ Where to park your vehicle.

_____ Show staff smoking area. Review the following smoking policy. *Smoking policy: Smoking is prohibited in all Head Start centers whether or not children are present. This includes all classrooms, staff offices, hallways, meeting rooms, restroom, and outdoor play area. This includes the use of smokeless tobaccos. When Head Start children are taken on field trips, the setting in which they are taken becomes the classroom.* From *Head Start 101: Health

_____ Show where evacuation procedures are posted and explain.

_____ Go over kidnapping plan. Our code word is: _____

Office

_____ Employee work schedule. Your hours are: _____

_____ Discuss attendance and punctuality.

_____ Call in procedures for sick and personal leave.

EMAA Head Start Administrative Secretary: **573-454-2200 x1112**. Site manager's phone _____

_____ Time sheet and leave sheets.

_____ Fill out *ChildPlus Personnel Form. Remind to turn in a new copy whenever information has changed. This form is available on our web site.

_____ Fill out *Emergency Medical Form.

_____ Fill out *Code of Conduct. (Employee keeps a copy-original is sent to HS Administrative Secretary.)

_____ Dress expectations. Dress policy: *All staff must be neat, clean and dressed appropriately, as a professional working with young children.* *Head Start 101: Education

_____ For all education staff, give a fanny pack or apron.

_____ Update and review *Staff Classroom Schedule.

_____ New Staff Classroom Schedule have been placed in a) classroom, b) SM office, c) given to AC.

_____ Give and discuss *job description (a copy can be downloaded from the web).

_____ Breaks and lunch are: _____

_____ Review phone calls: Personal phone calls can only be made during breaks. Policy: *Calls to and by field staff are limited to emergency calls during working hours.* From *Head Start 101: Administration

_____ Give key to staff, if opening or closing.

_____ Give any needed office supplies.

Probationary Period (Ste Manager: check with Darlene, 573-431-5191, extension 1104, for the amount.)

_____ Is 90 days. Shortly before this time ends, you will receive an evaluation.

_____ You have *no* ETO (Earned Time Off) or Sick Leave during this time. Discuss saving ETO once it is available.

_____ Once your probationary period is over, you will have _____ **hours** of ETO and _____ **days** of Sick Leave.

_____ You do have _____ days of Personal Leave that may be used in an emergency during the probationary period.

Computer

_____ Show our internet address which is: www.eastmoaa.org

On this site is: Personnel Policies, HSI01, Job Descriptions, forms, time sheet

_____ Explain how our email works.

_____ Send Dawn Vance form to set new employee up with an email address and password.

Education Staff

_____ Week 1 of New Education Staff Training has been completed.

New staff signature _____ Date _____

Make a copy of the new staff member. This form is kept in the each person's Personnel File.

*These are on the EMMA Head Start web site.

Revised 8/07

To: Kristy to give to Dawn Vance

From:

Site manager's name _____

Site manager's email _____

Date: _____

Re: Email for new employee: _____

Initial and date when step is completed and pass on to next person.

_____ 1. Dawn Vance will add the above new employee to our email.

 Email address is: _____

_____ 2. Shelly Wampler will add address to agency list.

_____ 3. Wendy will see that the email address is set up

_____ 4. Kristy will:

 a. Add this person to the Head Start address book.

 b. Email the above site manager and tell her that this process has been completed.

 c. Email a welcome to the new employee.

 d. Kristy will keep this page in a file.