

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: _____
- _____ Breaks and lunch are: _____
- _____ Discuss attendance and punctuality.
- _____ Call in procedures for sick and personal leave *by 8:30 a.m.*
 - 1) Head Start Administrative Secretary: **573-454-2200 x1112**. 2) Site manager's phone _____
- _____ Explain TimeStar.
- _____ Fill out *ChildPlus Personnel Form. Remind to turn in a new copy whenever information has changed. This form is available on our web site, as are many others.
- _____ Fill out *Emergency Medical Form.
- _____ Fill out *Code of Conduct. (Employee keeps a copy-original is sent to HS Administrative Secretary.)
- _____ Make a copy of employee's current auto insurance card for center and for central office. Explain the need to keep it current if will be driving for agency business. The Personnel Dept will also obtain a copy during orientation.
- _____ Dress expectations. Dress policy: *All staff must be neat, clean and dressed appropriately, as a professional working with young children* (Education Work Service Plan).
- _____ Give and discuss *job description (downloaded from the web).
- _____ Phone call policy: *Only during breaks and lunch, non-emergency calls may be made by field staff.* (Administration Work Service Plan).
- _____ Give key to staff, if opening or closing center. A key was given: ___yes ___no
- _____ Give any needed office supplies.

Trial Period

- _____ Trial period is 90 days. Shortly before this time ends, you will receive an evaluation.
- _____ You have *no* ETO (Earned Time Off) or Sick Leave during your trial period. You can use your Personal Day(s).
- _____ ETO (Earned Time Off). After your trial period staff hired at the beginning of the school year have 48 hours ETO. Employees hired during the school year will be awarded leave on a pro-rated basis. (Refer to EMAA Personnel Policies.)
- _____ Sick leave: Staff will who join EMAA during the year will have their sick days pro-rated at one (1) every four (4) months or 3 days for an entire school year. Sick days may be used for the employee's illness or for the illness of a household or family member.
- _____ Personal leave. Staff will be allowed two (2) Personal Days per Agency fiscal year (October 1 through September 30). Personal Days may be taken in full days only, not on an hourly basis. The only exception to this rule is when an employee would otherwise have to take leave without pay. Head Start staff shall convert any unused Personal Days to Sick Days effective the end of each school year. Eligible employees joining the Agency after April 1 of any year will receive one (1) Personal Day for the balance of the fiscal year after which this time will be converted to sick leave.
- _____ At the end of each school year the employee may sell back to EMAA, on a one-to-one basis, any `personal leave not utilized during that school year. No personal leave may be carried over into another school year or into summer furlough.
- _____ Your leave information is on TimeStar.

Computer

- _____ Show our internet address which is: www.eastmoaa.org
- _____ On this site is: Personnel Policies, work service plans, job descriptions, forms, mileage sheets and much more
- _____ Explain how our email works (fill out attached form to send in to Courtney)

Education Staff

- _____ Give a fanny pack or apron.
- _____ Site Manager: update *Staff Classroom Schedule. Place a copy in the a) classroom, b) SM office, c) give to AC.
- _____ Week 1 of *New Education Staff Training has been completed.

New staff signature _____ Date _____

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

revised 2/12

To: Courtney to give to Dawn Vance

From:

Site manager's name _____

Site manager's email _____

Date: _____

Re: Email for new employee

Name of 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. Courtney will:

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

b. Email a welcome to the new employee with a copy to the site manager.

_____ 4. Wendy will see that the email address is set up