

**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 (continue on back):

_____ Where to park

_____ 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 number _____

_____ Time sheet and leave sheets

_____ Fill out emergency contact information

_____ Fill out Code of Conduct form (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 Classroom Staff Schedule

Breaks and lunch are: _____

_____ New Classroom Staff 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)

_____ 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

Computer

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

On this site is: Personnel Policies, HS101, 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 _____

This form is kept in the each person's Personnel File.

To: Courtney to give to Dawn Vance

From: _____ 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 check to see that the email address has been set up.

_____ 4. Courtney will:

- a. Add this person to the Head Start email address book.
- b. Email the above site manager and tell her that this process has been completed so that she can make sure that the new staff member feels comfortable using her/his email.
- c. Email a welcome to the new employee.