

New Staff Orientation Meets Keystone STARS Guidelines

Dear Director,

Welcoming and orienting a new staff person is one of your most important duties. The quality of training and support a new employee receives during the first few weeks on the job sets the tone for a positive work experience.

The New Staff Orientation is meant to help you with this process. This orientation presents a basic overview of many important aspects of working in a child care center. The units are designed to be used during naptime or other small blocks of time as staff/child ratio permits. Remember, this professional development series does not substitute for the new staff person reviewing your center's specific policies, procedures, and philosophy.

A new staff person may have questions or need help with some parts of the activities or assignments. As you know, creating an open atmosphere for questions and communication about program operation is essential to retaining employees and maintaining a quality service. We strongly urge you, the director, to provide help and guidance to the new staff person. In the event you are not available, you will need to designate a supervisor or lead teacher to assist the new staff person.

The new staff person who successfully completes the New Staff Orientation will be awarded fifteen professional development hours. Your signature is required periodically throughout the workbook so we can insure you have been involved in the process and are aware of the progress a new staff person is making. Understanding how the new staff person is progressing through the assignments will help you gain insight into the strengths the individual brings to the job. At the same time, you will be able to identify training needs to better formulate an ongoing individualized professional development program.

You may also find that individual units (videos, activities, and assignments) can be used as a refresher for the more experienced staff person either individually or at a staff meeting.

Whenever a new staff person joins the team, it is an opportunity to renew the program vision and bring new energy and ideas to the center. We hope this professional development series saves you time and makes your challenging and important job easier.

Debi Mathias, Director
SUM Child Development, Inc.

Shelly Hayman, Curriculum Director
Danville Child Development Center

Mary Graham, Director
Children's Village Child Care Center

Deb Lanzo, Associate Executive Director
Valley Community Service

Director's Instructions for Using New Staff Orientation

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Getting started...

- Make a copy from the Master Copy of the New Staff Orientation Workbook for each new staff person. If you have any questions or concerns, please contact:
Better Kid Care
1-800-452-9108
E-mail: betterkidcare@psu.edu
All materials and forms are also available at: www.betterkidcare.psu.edu
- Meet with the new staff person and set up a schedule for viewing the videos and completing the workbook.
- Some activities and assignments require the new staff person to talk with you about a topic. You will be asked to sign specific workbook pages.
- New Staff Orientation videos may be used in staff meetings; however, all assignments need to be completed independently. *Copied answers, "does not apply" answers or incomplete assignments are considered not complete.*
- The New Staff Orientation is for early education programs with children 0-6 years of age. If staff need to complete an orientation for school-age children contact the PA Key at www.pakeys.org.

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Finishing up...

- When the new staff person has finished the New Staff Orientation, we encourage you to:
 - review all 30 workbook pages to verify name, date, and completion.
 - copy all 30 completed assignments for reference – we will not return incomplete lessons.
 - Have the new staff person complete the PA Key Registration Form (necessary for professional development hours).
 - Have the new staff person complete the PA Key Evaluation Form.
 - Put all completed items listed below in an envelope and mail to the Better Kid Care office (address below):
 1. Review Payment Form with Payment
 2. PA Keys Registration Form
 3. PA Keys Evaluation Form
 4. All 30 completed workbook pages
- ... and mail to:
- Penn State Better Kid Care
New Staff Orientation
341 North Science Park Road - Suite 208
State College, PA 16803

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What happens next...

- Assignment packets are reviewed for completion. Notification will be sent if submitted assignments are incomplete.
- Complete packets with correct payment are reviewed by an Early Childhood Specialist with written feedback.
- The workbook and a certificate of completion for fifteen (15) professional development hours are returned to the new staff person at the center.
- Allow 4-6 weeks for Better Kid Care to process and review completed New Staff Orientation packets.

Core Body of Knowledge (CBK) Codes for Use in Professional Development Record (PDR)

New Staff Orientation

Core Body of Unit/Workbook List	Knowledge Code
1. Welcome (Red)	K6C1
2. Working with Children in a Group Setting (Blue)	K2C1
3. Adjusting to the New Center (Green)	K2C1
4. Supervision of Children (Purple)	K7C1
5. Creating a Safe Space for Children (Red)	K7C1
6. Regulations (Blue)	K7C1
7. Hand Washing and Toileting (Green)	K7C1
8. Healthy Environments (Purple)	K7C1
9. Emergency Procedures (Orange)	K7C1
10. Communicating With Children (Red)	K5C1
11. Nurturing and Caring Adults (Blue)	K5C1
12. Observing and Recording Children's Behavior (Purple)	K4C1
13. The Early Childhood Classroom (Green)	K2C1
14. Play and the Young Child (Red)	K2C1
15. Learning through Play (Purple)	K2C1
16. Child Development (Green)	K1C1
17. Physical Development (Blue)	K1C1
18. Language Development (Red)	K1C1
19. Thinking Skills (Blue)	K1C1
20. Development of Self (Orange)	K1C1
21. Social Development (Green)	K1C1
22. Job Stress (Red)	K6C1
23. Behavior Management (Blue)	K2C1
24. Transitions (Green)	K2C1
25. Nap and Rest Times (Purple)	K7C1
26. Meaningful Mealtimes (Orange)	K7C1
27. Parent Partnerships (Blue)	K3C1
28. Communication with Parents (Red)	K3C1
29. Team Communication/ Working Together (Green)	K5C1
30. Professionalism (Purple)	K6C1

Total number of hours for each Knowledge Area

K1C1 (3 hours) K3C1 (1 hour) K5C1 (1.5 hours) K7C1 (4 hours) K2C1 (3.5 hours) K4C1 (0.5 hours) K6C1 (1.5 hours)

DIRECTORS! The following links offer additional information and resources to help train new staff.

www.dpw.state.pa.us

Pennsylvania's Department of Public Welfare (DPW) is charged with numerous program areas. Once inside this informative site visit the link you need for Services for Children in Pennsylvania.

www.pakeys.org

The PA Early Learning Keys to Quality is sponsored by the Pennsylvania Department of Public Welfare, Office of Child Development and Early Learning. Learn more about this quality improvement system that encourages and supports early learning programs and practitioners. Visit this site for information about the Keystone STARS initiative, Pennsylvania Key, and Regional Key centers.

www.betterkidcare.psu.edu

Penn State Cooperative Extension's Better Kid Care Program provides educational materials and resources, satellite broadcasts, distance education lessons, and educational activities for Early Childhood Practitioners, parents, and employers.

www.ecels-healthychildcarepa.org

Early Childhood Education Linkage System (ECELS) provides health and safety training and technical assistance to early care and education providers.

Additional Web Sites: