

## Dear New Staff Person,

The New Staff Orientation is the starting point for learning about your new position and a stepping stone to future learning opportunities. You will earn fifteen professional development hours for successfully completing the Orientation.

The New Staff Orientation contains a DVD video with a 30-page workbook. Each video unit corresponds to a numbered page in the workbook (30 video units and 30 workbook pages). Each workbook page gives an overview highlighting the unit's important points. An activity and an assignment for you to complete help you apply what you learned. The activity cards are reminders that can be easily carried while working. Check the workbook page to see if an activity card goes with a particular unit.

Several assignments require you to talk with your director about a topic and get a signature. Your director provides guidance and direction throughout the training. Talk with your director and co-workers to learn all you can about the center, the children in your care, and the families you serve.

More detailed instructions for completing the New Staff Orientation are included on the following page.

**Good luck at your new center  
and be sure to ask questions when  
you need more information!**

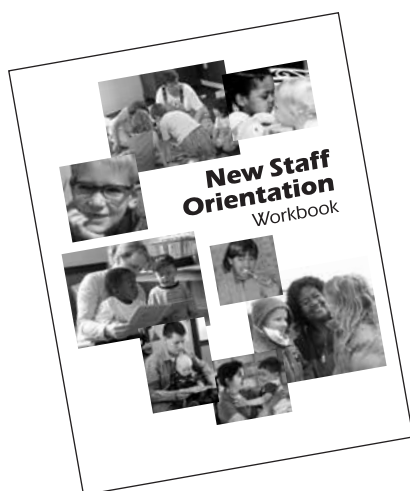
# Video and Workbook Instructions

## Instructions for Use of Video



1. Make certain that the TV and DVD player are properly connected, plugged in, and turned on.
2. Insert DVD.
3. Take time to look over the materials on the DVD menu. (All videos are listed in numerical order). It may be helpful to have each workbook unit page ready as you select and view the video unit.

## Instructions for Use of Workbook



1. After viewing the video unit, locate the pages in the workbook that match the unit just reviewed.
2. Read the brief overview of the unit.
3. Study **TODAY'S ACTIVITY...**  
This activity can be completed while on the job. There are activity cards (reminder cards) for some units. These units are marked with the symbol:

Activity  
Card

The cards are designed to be cut out and carried with you as you complete the activity.

### 4. Complete **TODAY'S ASSIGNMENT...**

- Assignment questions must be thoroughly answered. Any unanswered questions, questions marked “does not apply” or N/A are incomplete.
- Several assignments will require you to talk with your director about a topic and get a signature.
- All completed assignments and director signatures are required in order to process the New Staff Orientation.

***Check your work. Incomplete units will not be returned.***

***Notification will be sent to the director if submitted assignments are incomplete.***