



# **NSO** *Refresher*

## **New Staff Orientation**



# #1

## Adjusting to the New Center

Adjusting to a new program includes having time to talk with your director, meet your co-workers, and become familiar with the program's philosophy, curriculum, policies, and procedures. This is a good time to ask questions and learn all you can about your continued professional role at your new facility.

- Introductions are an important first step. Continue to find opportunities to communicate and establish relationships with staff, families, and the children.
- Read your new center's handbook containing policies and procedures and review the Pennsylvania Department of Public Welfare (DPW) regulations.

### ◆ Tips to help with today's assignment...

- Review a copy of your job description, the center's handbook, and DPW regulations. Discuss with your director your new role in the center.
- Meet with your director and team to discuss the program's focus or philosophy.

### ◆ Today's assignment...

Tell us why it is important for a program to have a focus or philosophy?

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Tell us two things you do in your work with children and families that reflect your program's philosophy.

1. 

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2. 

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**Reflection note:** Reflect on your personal philosophy of teaching and caring for young children and how it connects with your program's philosophy.



Name \_\_\_\_\_

Date \_\_\_\_\_

# #2

## Supervision of Children

### Good supervision requires...

- **Planning** – Know which children are in your care, how many, and any specific needs. Understand how children are signed in and out daily.
- **Effort** – Position yourself for best supervision. Think, “Where should I be?” Transitions and special events require us to re-check counts.
- **Commitment** – Talk with your team, develop room awareness, and create environments and experiences that keep children involved and safe.

### ◆ Tips to help with today’s assignment...

- Talk to your director about how your program supports team talk for supervision of children.
- Find out when the team meets and how often.
- Discuss how supervision information is exchanged between staff in your new center, such as maintaining ratios, changes in attendance, and special events.

### ◆ Today’s assignment...

What are four things to think about before you transition children to going outside?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What are three factors to consider in positioning yourself in your new classroom for best supervision?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**Reflection note: Survey the environment as a child would (get down on your knees). Does your space support safe movement and play? Are there materials and areas that allow children to play independently? Provide environments that support good supervision.**



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Name

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# #3

## Creating a Safe Space for Children

Quality child care begins with safety. It's everyone's responsibility to create a safe space for children.

- Become a good safety observer
- Fix and report any safety concern
- Be aware that as children grow, safety needs change

### ◆ Tips to help with today's assignment...

- Locate and read your center's safety policies.
- Discuss the safety policies with your director and identify your safety role. Learn how to fix unsafe situations and report safety issues.
- Discuss unique situations in your new center.

### ◆ Today's assignment...

Be a safety team member and take a site tour of your center.

List at least five examples (such as locked medicine cabinet) you found that support safe spaces for children.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

As children grow and develop, safety needs change. Give us an example of a change you would need to make for safety reasons based on a child's growth and development.

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**Reflection note:** It's a good idea to have a designated place in your center to keep important safety items such as outlet covers, choke testing tube, and locks for doors, drawers, and cabinets. Remember to post emergency procedures, phone numbers, and emergency contact information.

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Name

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# #4

## Healthy Environments

*Be aware that a healthy environment involves not only the center, but also the children and you.*

- Take steps to learn how to keep your center clean and healthy
- Do a daily health check with children
- Know what's important in taking good care of you

### ◆ Tips to help with today's assignment...

- Read your new center's policies and procedures regarding medication, care of sick children, communicable diseases, and important health information. Remember that policies and procedures are unique to each center and should be discussed with your new director.
- Locate any posted information in your center that supports a healthy environment, such as hand washing instructions.

### ◆ Today's assignment...

Now that you have reviewed and discussed your center's policies and procedures for administering medication to children, tell us...

What is the parent's responsibility?

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What is the center's responsibility?

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What is your responsibility?

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Imagine your center is reviewing its policies and procedures regarding healthy environments. Your director has asked all staff to come to next week's staff meeting with two ideas that will help support the center's healthy environment. What two ideas do you feel are important to share?

1. 

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2. 

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**Reflection note:** Fresh air is important for basic health. Remember to open the windows daily for a fresh air exchange.



Name \_\_\_\_\_

Date \_\_\_\_\_

# #5

## Emergency Procedures

Emergencies happen without warning. Being well informed and knowing what to do are critical elements in handling emergency situations.

**Prepare ahead of time:**

- Find Emergency Preparedness Plan and read
- Locate first aid kits and supplies
- Know where emergency contact information is kept
- Review posted primary and secondary evacuation routes
- Practice and know all steps involved for emergency procedures and drills

◆ **Tips to help with today's assignment...**

- Find out who in your center is certified in first aid, adult CPR, and infant CPR.
- Make a list of questions you have regarding the center's emergency procedures and your role. Discuss your questions with your director.

◆ **Today's assignment...**

List three ways you are prepared for emergency procedures.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Imagine a child experiences a minor injury while in your care.

What are your center's procedures for handling an accident involving a child?

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**Reflection note: Safety is everyone's job when caring for children. We need to keep asking ourselves, "How can we make things safer?"**



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Name

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Date

# #6

## Team Communication and Working Together

Great teams work well together if they are involved and connected. Know what is important in working together with your new team.

- Be open and honest in your communication
- Take time and be patient in working out problems
- Assume the best intentions of others
- Build on each others' strengths

### ◆ Tips to help with today's assignment...

- Take time today to notice how your team supports each other and find opportunities for communication with team members.
- Talk to your director about how your center supports communication with parents.

### ◆ Today's assignment...

It's important to acknowledge the efforts of your team: "I put a thank-you note in a co-worker's coat pocket for encouraging me at work." Take time today to express your appreciation to someone in your team. Describe what you did and how your team member responded.

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As stated in the video, "Teamwork means parents, children, and teachers all working together to establish a goal." Tell us why this is important.

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**Reflection note: Take time to celebrate your team! Plan ways to be together and have fun!**



Name \_\_\_\_\_

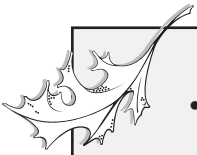
Date \_\_\_\_\_

## **New Staff Orientation *Refresher* Follow-Up**

### **Congratulations on completing the New Staff Orientation *Refresher***

Now that you have reviewed basic adjustment and health and safety issues at your new site, you are just beginning your adjustment to the new center. Next steps include finding out all you can about the center's program for children.

**Depending on your new position in your center, the following questions will help you continue to grow and learn in your new position.**



- How are parents and children introduced and oriented to the center?  
What can you do to help?
- Is there a procedure and time line for rotating and managing supplies and equipment?
- What is used for recording observations of children?
- How is your center implementing the PA Early Learning Standards?
- How does the center screen for development level of new children?
- What curriculum does your center follow? What plan do you have for becoming familiar with it?
- How is assessment of children carried out on an ongoing basis?
- What do you do if you have a concern about a child's development or suspect abuse?
- What is the center's policy on behavior management?