

Director's Note!

The New Staff Orientation Refresher gives experienced educators in a new position an opportunity to review the most basic information in caring for children.

The New Staff Orientation Refresher contains **six (6) units**. New staff will earn **three (3)** professional development hours* for successfully completing the Refresher.

Each unit has a 15-minute video segment and a corresponding workbook page. The videos are from the original New Staff Orientation. The workbook is all new with new overviews highlighting the important points of each unit and new assignments to complete. Each unit is numbered on the DVD menu for ease of use and each workbook page corresponds to the numbered video. There are **Tips** to help with each assignment and a **Reflection Note** to think about.

A set of **Follow-Up** questions is included. Your new staff person has been encouraged to discuss these with you. Remember, your time and commitment to new staff is an essential element in retaining employees and maintaining a quality early learning program.

* Penn State Better Kid Care Distance Education Program provides Pennsylvania Department of Public Welfare, Keystone STARS, CDA, Continuing Education Units (CEUs), and Act 48 professional development hours.

Director's Instructions for Using the New Staff Orientation Refresher

1 Getting Started

- Make a copy from the Master Copy of the New Staff Orientation Refresher Workbook for each new staff person.
- Meet with the new staff person and set up a schedule for viewing the DVD and completing the workbook.
- Make available a computer with DVD or TV with DVD player.
- Be aware that some tips and assignments require the new staff person to talk with you about a topic. Please make time to go over this important material.
- If you experience difficulties copying the materials, or have any questions or concerns, please contact:

Better Kid Care
800-452-9108
Email: betterkidcare@psu.edu

2 Finishing up

- **When the new staff person has finished the New Staff Orientation Refresher, please encourage them to make a copy of their assignments to keep on file.**
- Complete the PA Key Registration Form (necessary for professional development hours).
- Complete the PA Key Evaluation Form.
- Complete the Review Payment Form.
- Put all completed items in an envelope and mail to the Better Kid Care office (address below):
 1. All 6 completed assignment pages
 2. PA Key Registration Form
 3. PA Key Evaluation Form
 4. Review Payment Form with payment ...and mail to:

**Penn State Better Kid Care
NSO Refresher**
341 N. Science Park Road – Suite 208
State College, PA 16803

3 What happens next?

- Assignments will be reviewed for completion.
- **Note:** Notification will be sent to the Director if submitted assignments are incomplete.
- Upon completion of assignments and correct payment, an early childhood specialist will review and provide feedback on the work-book. The assignments and a certificate of completion for 3 professional development hours will be returned to the new staff person.

Professional Development Codes

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

Unit/Workbook List	Core Body of Knowledge Code
1. Adjusting to the New Center	K6C1
2. Supervision of Children	K7C1
3. Creating a Safe Space for Children	K7C1
4. Healthy Environments	K7C1
5. Emergency Procedures	K7C1
6. Team Communication/Working Together	K5C1

Total number of hours for each Knowledge Area

K5C1 (0.5 hours)

K6C1 (0.5 hours)

K7C1 (2 hours)

Child Development Associate Credential (CDA) for use in recording your CDA Professional Development hours

CDA Content Area 6: To Maintain a Commitment to Professionalism

Functional area: Professionalism

Professionalism: Candidate makes decisions based on knowledge of early childhood theories and practices. Candidate promotes quality in child care services. Candidate takes advantage of opportunities to improve competence, both for personal and professional growth and for benefit of children and families.

Example: Advocacy, ethical practices, work force issues, professional associations.

Total number of CDA professional development hours	Hours
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CDA Content area 6:

3 Hours

The following links offer additional information and resources.

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 for Provider Information.

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 child care providers, 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:
