

Dear New Staff Person!

Congratulations on your new position in your early learning program! We welcome you to the New Staff Orientation Refresher and hope you will be able to apply all that you have learned from previous experiences. The Refresher gives experienced educators an opportunity to review the most basic information in caring for children.

The New Staff Orientation Refresher contains **six (6) units**. You 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 based on 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.

Included are **Tips** to help with the assignments for each unit and a **Reflection Note** for you to think about. Reflection is an important part of the learning process. It helps us in analyzing the work we do with children and guides us in the decisions we make and the development of new ideas.

As you learn and grow in your new position, you will have many opportunities to ask questions. Your packet of materials includes a page of **Follow-Up** questions to go over with your director. There is always something new to discover...about the children and their families, your co-workers, and most importantly – you!

Best wishes as you continue in the field of early care and education!

* 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.

Video and Workbook Instructions

Instructions

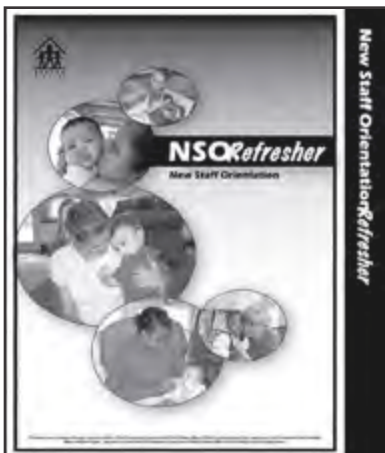


- Make certain that the computer with DVD or TV with DVD player are properly working.
- Insert DVD and select desired unit.
- After viewing the video, locate the page in the workbook that matches the unit reviewed.
- Read the brief overview of the unit.
- Study the **Tips** to help with **Today's assignment...** The tips are designed to be helpful in completing the assignment.
- Complete **Today's assignment...**

Assignment questions must be answered completely. Any unanswered questions or questions marked "does not apply" or "N/A" are incomplete.

Important: Double check your work. Incomplete units will not be returned. Notification of incomplete units will be sent to the Director. Please indicate your email address and fax number on the Registration Form.

When you are finished...



- Make a copy of your assignments to keep on file.
- Complete the PA Key Registration Form (necessary for professional development hours).
- Complete the PA Key Evaluation Form.
- Complete 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