

## WHAT TO INCLUDE IN A STAFF ORIENTATION PLAN

### Written Orientation Plan

The center's orientation plan should be in writing and include the specific DSS licensing requirements and other policies and information necessary for a staff to be successful.

The plan may be included as a part of the center's policies handbook or it may be a separate document.

The plan should describe how the center will orient new staff and what topics and activities will be included in the orientation.

### Introduction statement:

A paragraph should be written at the beginning of the plan summarizing the purpose of the plan.

### Orientation of new staff should include:

DSS licensing requirements regarding:

1. Specific job duties and responsibilities,
2. DSS center regulations related to the job, and
3. Policies and procedures of the center related to health and safety of children.

Other policies and procedures regarding:

1. Continued employment (job description, required staff qualification, training, first-aid/CPR, etc.)
2. Action that could result in termination of employment (progressive discipline process)
3. Work schedule (hours, attendance, and punctuality)
4. Benefits (holidays, leave, vacation, sick)
5. Child development information and center philosophy about care of children
6. Center requirements for caregivers (dress codes, phone calls, smoking, bathroom and other breaks, etc.)
7. Information about agencies and referral procedures for children with different abilities and needs

### Additional suggested policies and procedures to include in an orientation plan:

1. Recognizing and reporting abuse and neglect
2. Emergency procedures
3. Safety and security
4. Confidentiality
5. Infectious disease policies

6. Allergies and special needs
7. Hand washing policy
8. Children discipline policy
9. Visitor policy
10. Plan for annual review of center policies and obtaining staff signature to attest that staff understands the written policies
11. Plan for staff professional development
12. Plan for staff annual evaluation