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| Ref #: 1304:52(l)(3) 1304.52(k)(3)(i)(ii) | Policy Council Approval Date: 08/28/07, 8/26/08 | Revision Date: 4/12/07, 8/14/08, 8/26/08 |

COMPONENT: ADMINISTRATION

SUBJECT: PRE/IN SERVICE TRAINING/NEW STAFF ORIENTATION

PERFORMANCE OBJECTIVE: Pre/In-service training/new staff orientation will be provided to the staff at the beginning of each program year or upon hire. Staff will attend all trainings according to the Program Calendar.

OPERATIONAL PROCEDURE:

Staff trainings will be conducted according to the Program Calendar. All full-time staff are required to attend unless prior approval for non-attendance has been granted by the supervisor. The agenda for staff trainings will be prepared with input from all managers, which is initiated at the beginning of the program year.

Part-time personnel and volunteers may be asked to attend trainings, and the Head Start Director or Managers will advise the personnel of these trainings well in advance, so scheduling will not be a problem.

All staff are required to complete new staff orientation upon hire, and pre/in-service training annually in the following areas:

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| 1. Child Development | 11. Bus Driver/Monitor Training |
| 2. Special Needs | 12. Mental Health Wellness “As I Am” |
| 3. Nutrition | 13. Assessment training |
| 4. Health-communicable disease, CPR, first aid, dental, fire extinguisher | 14. Facts about sexual harassment (sign off) |
| 5. Child abuse and neglect (sign off sheet) | 15. Title VI (non-discrimination)(sign off) |
| 6. CDL Training | 16. Drug-free workplace |
| 7. Infectious Diseases Control Policy | 17. 2 hour mandated Child Development/First Step Video (new staff orientation) |
| 8. Corporal Punishment (sign off) | |
| 9. Confidentiality (sign off) | |
| 10. Transportation | |

Pre-service training may be off site and/or over night. If staff members attend any pre-service training separate from the ones provided by this agency, it is the responsibility of the staff member to send documentation to Central Office to be placed in the individual’s training file.