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**Subject : Employee Orientation Policy**

**Source: This policy complies with Head Start Performance Standard 45 CFR 1304.52(k)(1-3).**

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**ORIENTATION**

**Operational Procedure:**

- A. Each New North Texas Parent and Child Development, Inc., Early Head Start employee will receive a copy of the Personnel Policies at New Staff Orientation within the first 30 days of employment.
- B. Content managers will develop an orientation schedule with each new employee to orient them to North Texas Parent and Child Development, Inc., Early Head Start Program. The schedule will provide the new employee's orientation to begin and conclude within the first 30 days of hire. The Orientation will consist, at minimum, of the following:
  - 1. Introduction to the Head Start Performance Standards philosophy and core values.
  - 2. Overview of Program policies and procedures, including Standards of Conduct and transitions.
  - 3. TDFPS licensing standards
  - 4. TDFPS mandated reporting procedures on child abuse and neglect
  - 5. Review and training specific to the duties in the new employees job description.
  - 6. The mission of the program
- C. Meetings between the Director, Human Resources Tech, Content Manager(s), Center Coordinator and new employee to review the North Texas Parent and Child Development, Inc., Early Head Start per Personnel Policies other forms of orientation documentation.