

Please Print: \_\_\_\_\_  
Last Name First Name

## Dane County Parent Council Program year 2010-2011

I have participated in New Staff Orientation with Dane County Parent Council and have received training in and policy copies of the following:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Child Abuse and Neglect       | <input type="checkbox"/> Child Release | <input type="checkbox"/> Child Guidance                 |
| <input type="checkbox"/> Confidentiality               | <input type="checkbox"/> Diversity     | <input type="checkbox"/> Blood borne Pathogens Training |
| <input type="checkbox"/> Shaken Baby Syndrome Training |  |   |

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Signature

*I understand that this orientation is an overview of the policies for DCPC. My supervisor will complete a Site Orientation Checklist with me and I am responsible for the information contained in the Employee Handbook, SEIU Contract and the DCPC Policy and Procedure Blue Book.*

---

### New Staff Orientation

8:30 – 9:00	<b>Welcome to DCPC</b> Introductions Welcome Activity Lunch Orders & Attendance Sheet Communication – Arrowhead, Suggestion Box Review of Agenda	<i>Human Resources Dept</i>
9:00 – 9:20	<b>Agency Overview</b> History & Mission, Vision and Values Agency Programs Governance	<i>Executive Mgmt. Team Member</i>
9:20 – 9:30	<b>Overview of Family Services</b> Services to Families *Adult Education *Outreach *Employment *Healthy Life Styles	<i>Family Services Dept</i>
9:30 – 10:00	<b>Overview of Professional Development</b> Staff Development Continuing Education	<i>Professional Development Dept</i>
10:00 – 10:15	<b>Break</b>	
10:15 – 10:30	<b>Services to Children</b> Recruitment and Enrollment Medical, Dental, Mental, Nutrition, & Special Needs Community Collaborations The Health Check Program	<i>Children Services Dept</i>

10:30 – 10:45	<b>Overview of Educational Services</b> Introduction Expectations: Classroom, Children	<i>Child Development Dept</i>
10:45 – 12:00	<b>Blue Book/Agency Procedure Licensing Requirements</b> Safety, fire extinguisher, health Center schedule, roles and responsibilities, Serving multi-ability children. <b>Child Related Policies</b> Child Guidance Policy and Strategies with children Confidentiality Child Release Diversity Child Abuse and Neglect SIDS Risk Reduction Procedure	<i>Child Development Dept</i>
12:00 – 12:30	<b>Lunch</b>	<b>Provided by DCPC</b>
12:30 – 1:30	<b>Work Place Health/Safety</b> Blood borne Pathogens/Standard Precautions Training *Safety Issues * Infection Control *First Aid and Choking	<i>Pediatric Nurse Practitioners</i>
1:30 – 2:00	<b>Overview of the Fiscal Department</b> Funding Sources In-Kind Donations Purchasing Procedures Mileage Reimbursement Timesheets/Payroll	<i>Fiscal Department</i>
2:00 – 2:15	<b>Break</b>	
2:15 – 3:15	<b>Work Place Policies</b> Employer Policies Labor Union Contract Employee Handbook	<i>Human Resources Dept</i>
3:15 – 4:30	<b>Shaken Baby Syndrome Prevention Training</b>	<i>Child Development/ Professional Development</i>

**Thank you for spending your day with us and  
we wish you the best of luck in your new position!**

**This signed orientation form will become a part of your employment record.  
Please turn it in as you leave today. Thank You!**