NEW STAFF ORIENTATION: DIRECTOR’S GUIDE

“Directors are expected to promote professional development by supplying opportunities that support the individual needs of staff.” – PA Early Learning Keys to Quality

New staff who work in early care and school-age programs enrolled in Keystone STARS are required to complete 15 hours of new staff orientation professional development within ninety days of employment. The New Staff Orientation (NSO) modules and the NSO Director's Guide are designed to help you build quality programming and strong relationships with new staff!

The 15-hour NSO series includes:

- **New Staff Orientation: Get Started** (8 hrs.) – Required for all new staff
- **New Staff Orientation: Working with Infants and Toddlers** (7 hrs.) – Required for new infant/toddler staff 
  OR
- **New Staff Orientation: Working with Preschoolers** (7 hrs.) – Required for new preschool staff
  OR
- **New Staff Orientation: Working with School-Age Youth** (7 hrs.) – Required for new school-age staff

The New Staff Orientation Director’s Guide contains support resources, including a list of all the resource handouts that new staff must complete in each New Staff Orientation module. New staff need your help to learn how to apply the information learned in the online module to his/her new job in your facility. The Director’s Guide makes it easy for you to review and discuss NSO with your new staff.

The following resources are included in the Director’s Guide to facilitate discussion with new staff:

- NSO: Directors & Staff
- NSO: Reflections and Future Plans
- NSO Handout Guides

Best wishes in your NSO reviews with new staff members!
NSO: Directors & Staff

The quality training and support new staff professionals receive during the first few weeks in their new jobs sets the tone for strong professional beginnings and future growth. NSO is designed to include the director’s participation to help new staff learn specific information about their new jobs and new centers. A successful NSO experience includes the opportunity for directors and staff to meet, reflect, and review the NSO information.

Before you meet with new staff

☐ Become familiar with the New Staff Orientation series:
  - NSO: Get Started
  - NSO: Working with Infants and Toddlers
  - NSO: Working with Preschoolers
  - NSO: Working with School-Age Youth


☐ Review the NSO resource handouts from each New Staff Orientation module.
  All necessary NSO handouts can be accessed in the NSO Handout Guides. Note: Some of the handouts have information that should be discussed and reviewed with the center director. These handouts are highlighted in the NSO Handout Guide. As a center director, you may add any additional center-specific information based on need or interest.

☐ Plan time for NSO discussions.
  Remember: Learning takes time. Consider setting several times to review what your staff member is learning through the orientation during the staff person’s first ninety days of employment. Schedule times to meet with new staff.

☐ Get organized.
  Reflect on each new staff member and how you can positively engage and guide your discussions. Think about how your NSO Discussion will (1) help new staff members to understand the policies and procedures for your program, and (2) help them to understand their role in providing high quality care to children and families. It’s helpful to have your ideas in writing. Use the NSO Handout Guide to provide a framework for your NSO Discussion. The NSO Handout Guide is outlined to align with the online NSO modules. The module topics and associated handouts can help to provide direction for the NSO Discussion.
NSO Discussion

☐ Begin each NSO Discussion with something positive that the new staff member is doing on the job. This is an important time to build relationships with new staff.

☐ Use the NSO Handout Guide to identify the handouts new staff members are asked to review with their directors. The resource handouts should guide your discussion. All highlighted handouts in the NSO Handout Guide have specific questions for director/staff discussion. And remember, you may choose to add any additional information to your review based on need or interest. You will review and discuss information on the resource handouts for both the NSO: Get Started (all new staff) and one of these: NSO: Working with Infant and Toddlers, NSO: Working with Preschoolers, or NSO: Working with School-Age Youth.

☐ End on a positive note. Use the NSO: Reflections and Future Plans to reflect and set goals based on completion of the New Staff Orientation.

☐ Use the NSO Discussion and NSO: Reflections and Future Plans to assist in making connections to the new staff member’s Professional Development Plan. The Pennsylvania Keystone Stars Individual Professional Development Plan provides professionals with a form to create an annual professional development plan and to evaluate accomplishments at the end of the year. Early childhood and school-age professionals are expected to regularly complete professional development opportunities to advance skills and promote quality environments for children. The NSO Review and the NSO: Reflections and Future Plans may serve as a springboard to identify professional development goals to pursue. View the Professional Development Plan here: http://tinyurl.com/p4mueqx

☐ Follow up. Make a note on your calendar to check in with new staff as a follow-up to your NSO Discussion. Reflect on how you will continue to mentor and support professional growth for new staff.

Whenever a new staff person joins the team, it is an opportunity to renew the program vision and bring new energy and ideas to the center.
NSO: Reflections and Future Plans

The journey of the early childhood/school-age professional evolves. It requires continual, intentional reflections about the practices, responsibilities, strengths, challenges, as well as hopes and dreams for working with young children.

Discuss with new staff:

As a result of completing the New Staff Orientation, what do you think are your professional strengths? List two areas where you feel confident and competent. For example, you may receive a lot of feedback that you work well with families. This may be an area of strength. List and discuss two professional strengths:

1. 

2. 

As a result of completing the New Staff Orientation, what new knowledge and/or skills have you acquired that have influenced a change in your practice? List and discuss two new skills or new knowledge facts that influenced a change in your practice:

1. 

2. 

As a result of completing the New Staff Orientation, what area or topic would you like to explore to support your future professional growth? List and discuss two areas or topics you would like to explore for professional growth:

1. 

2. 

After completing the New Staff Orientation, what is one goal you hope to achieve and how do you plan to do this? List and discuss one goal, and how you plan to achieve that goal:

1. 

Congratulations on all of your professional efforts!
New Staff Orientation – Get Started
Handout Guide

*Indicates handouts for new staff to discuss with their center director. You may choose to add any additional NSO handouts to your review based on need or interest for each new staff member in your program.

Download all the required discussion handouts for Get Started in one PDF

Handouts from New Staff Orientation – Get Started

Module 1: Welcome
*Ask your director (about professionalism)
http://bit.ly/1QPPRku
Uncovering biases
http://bit.ly/1MX7ZCS
Reflections on YOU as a role model
http://bit.ly/1S6DQ8E

Module 2: Health and Safety
*Safety scavenger hunt
http://bit.ly/1lx2XXS
*Ask your director about healthy spaces
*Ask your director about keeping children safe
http://bit.ly/1YiHlw
*Ask your director about supervision
http://bit.ly/1MEolv
Wash your hands
http://bit.ly/1Ohof5a
Diapering poster
http://bit.ly/1T1aN7j
Risk rating scale
http://bit.ly/1MXkCxP
Risk rating scale – Compare your answers
http://bit.ly/1lx2Xr
Be vigilant for children – Recognizing signs of abuse and neglect
http://bit.ly/1X13ja

Module 3: Health and Safety
Child Development
Learning Through Play
Guiding Behavior
Insights from Observation

Module 4: How Children Grow
and Learn: The Basics

Module 1: Welcome
- Your New Role
- Professionalism

Module 2: Health and Safety
- Healthy Spaces
- Keeping Children Safe
- Supervision

Module 3: How Children Grow and Learn: The Basics
Child Development
Learning Through Play
Guiding Behavior
Insights from Observation

Module 4: Teamwork with Families, Children, and Co-workers
- Communication
- Partnerships with Families
- Nurturers Needed
Module 3: How Children Grow and Learn: The Basics

*Questions on guiding behavior to discuss with other professionals
http://bit.ly/1FCEOvy

*Questions on observation to discuss with your co-workers
http://bit.ly/1MXyHLO

*Practice observing and discuss

Test your knowledge of child development
http://bit.ly/1NFHN9

Developmental milestones for infants
http://bit.ly/1QQw1LS

Developmental milestones for toddlers
http://bit.ly/1j9XAvV

Developmental milestones for preschoolers
http://bit.ly/1SI2aZ

Module 4: Teamwork with Families, Children, and Co-workers

*Ask your director about communication
http://bit.ly/1MWbHt

Assess your communication skills
http://bit.ly/1YIST2Y

Learn about your communication skills
http://bit.ly/1T1U8k7

Reflect on your communication skills with children

What’s your confidentiality IQ?
http://bit.ly/1LoRHS0

What’s your confidentiality IQ: Compare your answers on confidentiality
http://bit.ly/1LoRUtH

Reflecting on team communication
http://bit.ly/1NeC8E7

Responses to reflecting on team communication

How would you feel?
http://bit.ly/1QwX7CJ

Connecting with families
http://bit.ly/1MENRq6

Plan to build partnerships with families
http://bit.ly/1MWfru2

Questions on partnerships with families to discuss with your director
http://bit.ly/1X1iLDh

Observe for nurturing qualities
http://bit.ly/1MEO38B

Remember to review staff Notes pages

extension.psuedu/youth/betterkidcare
New Staff Orientation – Working with Infants and Toddlers Handout Guide

*Indicates handouts for new staff to discuss with their center director. You may choose to add any additional NSO handouts to your review based on need or interest for each new staff member in your program.

Download all the required discussion handouts for Working with Infants and Toddlers in one PDF http://bit.ly/1O5v1Yy

Handouts from New Staff Orientation – Working with Infants and Toddlers

**Module 1: Health and Safety**

*Calm and comfortable spaces*  
http://bit.ly/1PQZSx1

*Keeping children healthy checklist*  
http://bit.ly/1X2HJ56

Wash your hands  
http://bit.ly/1Ohof5a

Diapering poster  
http://bit.ly/1T1aN7j

Routine schedule for cleaning, sanitizing, and disinfecting  
http://bit.ly/1jb9JRk

*Updated bleach concentration*  
http://bit.ly/1I3Jzqc

**Module 2: Growing and Learning**

*What do we offer? – Infant and toddler physical and cognitive development*  

*Observation for advancing children’s language skills*  
http://bit.ly/1MZkttdt

*Supporting children’s transitions*  
http://bit.ly/1QyN5B3

Milestones of physical development  
http://bit.ly/1SLFLjbj

Assessment of physical skills  
http://bit.ly/1MGuKvK

Let’s eat for the health of it  
http://1.usa.gov/1Yksn9d

Daily safety checklist  
http://bit.ly/1OiZDcd

Injury awareness worksheet  
http://bit.ly/1QyimE0

Art Materials: What’s safe? What’s not?  
http://bit.ly/1T3MXI7

What’s the ratio: Staff:child ratios for centers and group homes in PA  
http://bit.ly/1I3K6bC

What’s the ratio? (for those outside of PA)  
http://bit.ly/1MZvkbt

Rate your communication skills  
http://bit.ly/1NHzUXe

Assess your skills  
http://bit.ly/1Ojp7Gr

Children’s interest inventory  
http://bit.ly/1Hd4Kv8

My bag of tricks  
http://bit.ly/1Nhalkxq

Plan for enticing morning activities  
http://bit.ly/1XeYfd5
Module 3: Supporting Infants and Toddlers

*Questions on children’s routines to discuss with your director* http://bit.ly/1MsW8V0

*Discussion on partnerships with families* http://bit.ly/1MZktxD

How to prepare powdered infant formula http://bit.ly/1NHaPcv


Rate your diaper changing routine http://bit.ly/1PRkRj6

Rate your routine for changing pull-ups or soiled underwear http://bit.ly/1SMSimu

Self-reflections on working with families http://bit.ly/1YkVJ0z

Rate your own temperament http://bit.ly/1PRld9t

No handouts in Module 4.

Remember to review staff Notes pages!

*Indicates director involvement*
New Staff Orientation – Working with Preschoolers Handout Guide

*Indicates handouts for new staff to discuss with their center director. You may choose to add any additional NSO handouts to your review based on need or interest for each new staff member in your program.

Download all the required discussion handouts for Working with Preschoolers in one PDF http://bit.ly/1Qa9y2a

Handouts from New Staff Orientation – Working with Preschoolers

**Module 1: Health and Safety**

*Notes page*  
http://bit.ly/1PJSFQV

*Keeping children healthy checklist – Preschoolers*  
http://bit.ly/1SVFiGZ

*Calm and comfortable spaces*  
http://bit.ly/1R0jOyn

Staff:Child Ratios in Pennsylvania  
http://bit.ly/1ObyNOn

Child Care Regulations for All States (for those outside of PA)  
http://bit.ly/1IEyMhJ

PA Ratios While Children are Napping  
http://bit.ly/1PK0mGF

Wash your hands poster  
http://bit.ly/1NndCRI

Wash your hands to stay healthy  
http://bit.ly/1ROIPSk

Cover your cough  
http://1.usa.gov/1YplHql

Routine schedule for cleaning, sanitizing, and disinfecting  
http://bit.ly/1kPSgj7

Updated bleach concentration  

Go Outside! Fundamental and fitting views  
http://bit.ly/1SVFgTz

Healthy eating for preschoolers  
http://1.usa.gov/1MxAJoR

Choose MyPlate.gov  
http://www.choosemyplate.gov/

CDC Brush up on healthy teeth  
http://1.usa.gov/21codTa

CDC Brush-up poster  
http://1.usa.gov/1LVxDOA

Let’s eat for the health of it  
http://1.usa.gov/1SeB1Ss

National Resource Center for Health and Safety in Child Care  
http://bit.ly/1IEyMhJ

Daily safety checklist – Preschoolers  
http://bit.ly/1NLlw17

Art materials: What’s safe? What’s not?  

Playground safety checklist  
http://bit.ly/1SeUlQh

Injury awareness for preschoolers  
http://bit.ly/1PJZUZ8

Know your stress  

What’s the ratio: Staff:child ratios for centers and group homes in PA  
http://bit.ly/1LvD5k5

What’s the ratio? (for those outside of PA)  
http://bit.ly/1YpriNt

Naptime Ratios in your state  
http://bit.ly/1IEyMhJ
Module 2: Growing & Learning

*Environments that invite learning  

*Milestones of physical development for preschoolers  
http://bit.ly/1SeVQ0P

*What do we offer? – Preschooler physical and cognitive development  
http://bit.ly/1I6mwaR

*Observation for advancing children’s language skills  
http://bit.ly/1R0LH9p

Milestone of physical development – Preschoolers  
http://bit.ly/1SeVQ0P

Pennsylvania Learning Standards for Pre-Kindergarten  
http://bit.ly/1LvEsiO

Center on Enhancing Early Learning Outcomes  
http://bit.ly/1PK1CJQ

Language skills: Examine your practice  
http://bit.ly/1MxJhMm

Module 3: Supporting Preschoolers

*Eating times self-assessment  
http://bit.ly/1LvFh6h

*Children’s routines: Discuss with your director and team  
http://bit.ly/1ObB8jo

*Discuss with your team: Partnerships with families  

Module 4: Quality Caregiving

Professional development terms  
http://bit.ly/1LEln4d

Map out professional plans  
http://bit.ly/1SWKPO

A letter to my future professional self  

*Indicates director involvement

Action plan to improve language skills  
http://bit.ly/1MMXFyq

Social and emotional developmental milestones  
http://bit.ly/1IdUubC

Secure attachment relationships  
http://bit.ly/1PK1ZUW

Help children develop emotional literacy  
http://bit.ly/1laRzpj

Executive Function Activity for 3-5 year olds  

Action plan for teaching emotional and social skills to preschoolers  
http://bit.ly/1XlzPi6

Children’s interest inventory  
http://bit.ly/1N98oXi

My bag of tricks  
http://bit.ly/1IaRL89f

Plan welcoming activities  
http://bit.ly/1I6mOqR

Remember to review staff Notes pages!
New Staff Orientation – Working with School-Age Youth Handout Guide

As you support your new employee who is completing his/her new staff orientation process, the following documents and guides may be helpful to you. These are a compilation of the reflection and activity assignments contained within the New Staff Orientation: Working with School-Age Youth. Some are designed for the employee to complete independently. In some cases, the employee is prompted to discuss an assignment with you or a supervising lead teacher or mentor. Other documents are resources that may be helpful to other school-age professionals. Feel free to review and share as you find appropriate. Use these for curriculum jumpstarts, staff meeting discussions or administrative resources.

Download all the required discussion handouts for Working with School-Age Youth in one PDF (http://bit.ly/2b3Fhbi)

Module 1: Health and Safety

Assignments to discuss with director


Assignments to complete on own

- Reflecting and setting an action plan about supervision trouble spots and times of day when supervision is difficult.

- Doing an informal evaluation of the program’s indoor and outdoor physical activities.

- Doing an informal evaluation of the environment’s emotional and social characteristics http://bit.ly/2aapd9p

- Doing an informal evaluation of the ways materials and environment support the cultural, language, and ability diversity of the group and community http://bit.ly/29OJpOI

Additional health & safety resources to support your work


- Continue Your Learning about Healthy Spaces and Daily Routines http://bit.ly/29ON6ji


- Books that reflect diversity for school-age youth http://bit.ly/2a3knIA


- I think I can http://bit.ly/29SZJMT


- Continue Your Learning about Emotionally Healthy School-Age Spaces http://bit.ly/29PAU0u
Module 2: Growing and Learning

Assignments to complete on own

• Naming easy-going or introverted children in program and listing one more thing to learn about with them.

• Practice rephrasing a “Don’t” statement used recently into a “Yes” message.

• Practice connecting child observations program plans to learning standards http://bit.ly/29PVCxv

Additional growing & learning resources to support your work

• Caring Youth Relationships http://bit.ly/29PVVi4

• Communication Tailored to Specific Ages http://bit.ly/29ix8X2

Module 3: Programming for School-Age

Assignments to be discussed with director

• Results of the active learning evaluation http://bit.ly/2anL5KU especially reflections about which spaces are not used heavily

• Review the program using this handout http://bit.ly/2a3FlG then discuss the findings with the director

• Complete and share results of intentional programming review http://bit.ly/29P51uq

Assignments to complete on own

• Reporting back on changes made to programming materials to support diversity represented in enrollment.

• Revisiting environment assessment and reflecting on changes made and impact of those changes

• Evaluate the program’s active learning http://bit.ly/2anL5KU

• Itemize “meaningful work” that school-agers currently do and brainstorm 2-3 ideas for future meaningful experiences.


Additional programming resources to support your work

• School-Age Programming Ideas http://bit.ly/29ToXut

• Continue Learning about intentional school-age programming http://bit.ly/29Q0jXY

• Setting Group Guidelines with Youth http://bit.ly/29Q6aPm

• Challenging Behaviors and how to redirect the child http://bit.ly/29Q6Hkp
Module 3, additional programming resources to support your work, continued


Module 4: Quality School-Age Practices

Assignments to be discussed with Director

- Discussion regarding partnerships using http://bit.ly/29P9oWm

Assignments to complete on own

- State the program’s goals or find them out
- Form responses to a case study about a parent who is avoiding a staff-family meeting
- Reflect on the connection between staff and the local school

Additional quality school-age practices resources to support your work

- Assessment Definitions http://bit.ly/2a5hMkc
- Continue Your Learning about Unique School-Age Care Qualities http://bit.ly/2a2qDRV
- Confirm any expectations and deadlines for completing professional development
- Find your position on the PA Key Career Lattice http://bit.ly/2aaUeKh
- Complete the Personal Energy Cup exercise http://bit.ly/29Q3yif