



Tri-County Community Council
Head Start/Early Head Start
2499 Cypress Street, Westville, FL 32464
(850)-548-9900 FAX (850) 548-5644

Head Start/Early Head Start Orientation
(Acknowledgement of Receipt)

I have received a copy of the HS/EHS New Employee Handbook containing the following information and it has been explained to me:

Mission Vision Philosophy & Core Values
 Continuing Education/Professional Development
 Key Policies

- ✓ Reporting Child Abuse and Neglect
- ✓ Universal Precautions
- ✓ Home Visiting Safety
- ✓ Active Supervision
- ✓ Discipline/Positive Guidance
- ✓ Daily Health Checks
- ✓ Staff Attendance
- ✓ Confidentiality
- ✓ Cell Phones
- ✓ Social Media
- ✓ Dress Code
- ✓ Fire Plan

Site Information
 Organizational Chart/Chain of Command
 Timesheets
 Working with Diverse Families
 Developmentally Appropriate Practice
 Program Monitoring
 ERSEA
 Daily Classroom Schedule
 Payroll Schedule
 Holidays
 School Calendars

I have viewed and understand the following training videos: _____

- Mandated Reporter Initial
- SIDS, Safe Sleep & Shaken Baby Syndrome
- Fire Extinguisher & Fire Safety

I understand a physical is required within 10 days of employment. _____
Initial

 Staff Signature

 Date

 Witness

 Date