

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: I-Human Resources Management**

**Section: 1302.92 Training and Professional Development**

**Subject: Orientation of Consultants and Volunteers**

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**Policy:**

All consultants and volunteers will receive an orientation/orientation packet on the goals and underlying philosophy of the Head Start/Early Head Start program.

**Procedure:**

1. Orientation will be provided to the consultants and volunteers. They will receive a packet that includes the program goals, school readiness goals, parent engagement goals, the mission, vision, philosophy, and an annual calendar.
2. During the Head Start/Early Head Start orientation, the staff member will go over the policies addressing child abuse and neglect and confidentiality.
3. During orientation confidentiality forms and the Code of Conduct/Ethics will be signed.
4. A file with all pertinent information will be kept on consultants and volunteers.