

Young Peoples Workshops



SPANISH
IMMERSION
SCHOOL

Initial Staff Orientation

All staff and volunteers participate in an initial orientation to improve their knowledge of the school and corresponding job responsibilities.

Before beginning school duties, every teacher and caregiver staff must receive the following documents:

- Orientation items as specified in the Minimum Standard for Day Care centers
- Personnel policies
- Job Functions / Description
- TWC Child Care Certification Criteria Texas Rising Star Providers
- Overview of the developmental needs of assigned children
- Planned daily activities of the School / classroom
- Orientation that defines the task to which they are assigned (volunteers and substitute caregivers)

Signatures: Director

Staff

Names: Director

Staff

Date

Date