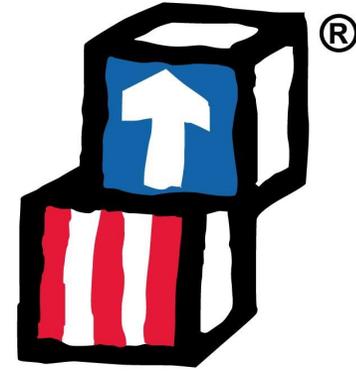




Rock Walworth
Comprehensive
Family
Services, Inc.

Agency Overview

New Employee Orientation



Welcome

Celebrating 60 Years of Head Start

<https://headstart.gov/video/history-head-start?redirect=eclkc>

What to Expect

- ▶ At RCFWS, employees will find an atmosphere that reflects the passion of the nonprofit world, a deep commitment to learning and the drive for educating our children and families for lifelong success.
- ▶ It is a dynamic place that evolves to meet the changing needs of our families, schools and communities.



What to Expect

- ▶ When you join our staff, you can count on challenging work that lets you use your current knowledge and acquire new skills.
- ▶ We offer a responsive, friendly, team-oriented atmosphere with opportunities for professional development.



What to Expect

- ▶ RWCFS is a mission-driven work environment.
- ▶ We are committed to making a positive difference in the lives of young people.
- ▶ We expect our employees to put the needs of children first.
- ▶ Putting the needs of the children first means being engaged with students at all times.



About RWCFS

RWCFS and Community Action Program was founded in 1965 with a simple idea - to provide high quality educational support services to families in need in both Beloit and Janesville.



About RWCFS

- ▶ In 1979 Rock Walworth Counties Comprehensive Family Services, Inc., was created, solely dedicated to the programing in both Rock and Walworth Counties.
- ▶ RWCFS mobilized resources throughout the two counties to combat the effects of poverty for residents with children ages 3-5.
- ▶ We promote and enrich family life for those affected by poverty through planning and administering programs designed by parents for parents and their children.



About RWCFS

- ▶ In 2002 our program expanded to include services to pregnant women and residents with children from birth to age three in Rock County.
 - ▶ Our Early Head Start program is an exciting addition to our dedication to combating poverty in Rock County serving families with children from the prenatal period through age five!



About RWCFS

- ▶ In 2009 Early Head Start was expanded to Walworth County. Walworth Co. EHS is a homebased program serving pregnant women and families with children birth to age three.
 - ▶ Our Home Visitors do weekly home visits to support families in setting/reaching self-identified goals for their family and child/ren. Home Visitors recognize that parents are their children's first teacher and support them in this role by providing resources and helping with referrals when needed. We provide socialization opportunities for families at two play groups per month. We also provide parent center meetings where parents are encouraged to suggest topics of interest and are given leadership opportunities.



About RWCFS

- ▶ In 2013-2014, a collaborative program between RWCFS and the School District of Beloit was established to serve 8 parenting teens at risk for failing to complete school.
 - ▶ The collaborative program provides school-work space for parenting high school students while their babies learn in the EHS center-based classroom. The 8 teen parents are able to join their children for breakfast, lunch, playgroup socializations, and other opportunities presented through their EHS Nurturer/Home Visitor.
 - ▶ This collaborative programming supports teen parents in completing their own high school education knowing that their children are in a safe learning environment that will start them off on a path to be successful in school. Since beginning this program, we have had over 60 teens graduate.



About RWCFS

- ▶ RWCFS is a nonprofit organization.
- ▶ The purpose of RWCFS Head Start/Early Head Start is to improve the school readiness of our children, from the prenatal period to age five, by providing comprehensive health, education and family services, in order to provide a foundation for children's success in school and in life.
- ▶ RWCFS works in partnership with schools, families and community-based organizations to offer programming that make a positive impact on academic achievement.



What is a Nonprofit?

- ▶ A public benefit organization formed to serve a specific mission.
- ▶ Governed by a volunteer board of directors and policy council (made up of parents).
- ▶ Has no owners or investors.
- ▶ RWCFS is completely funded by the federal government.



Our Mission Statement

In partnership with parents, and collaborating with stakeholders, RWCFS will support children's readiness for school and life success, by developing independence and self-sufficiency, strengthening families and promoting social justice.



Our Non-Negotiables

- ▶ Every decision must benefit the children we serve.
- ▶ Staff and volunteers who believe in our mission are critical to our success.



Center Locations

- ▶ Rock County
 - ▶ Beloit
 - ▶ Beloit Child and Family Center
 - ▶ Beloit School District
 - ▶ Merrill
 - ▶ Janesville
 - ▶ Janesville Child and Family Center
- ▶ Walworth County
 - ▶ Elkhorn - Jackson Elementary
 - ▶ Lake Geneva - Star Center Elementary
 - ▶ Delavan - Turtle Creek Elementary



Program Year at a Glance

- ▶ RWCFS serves 301 children in both Rock and Walworth counties.
- ▶ 195 Head Start children
- ▶ 106 Early Head Start children
- ▶ We have 12 Head Start classrooms located in Janesville, Beloit, Elkhorn, Lake Geneva, and Delavan.
- ▶ We have 4 Early Head Start center-based classrooms in Beloit.
- ▶ We have 10 Early Head Start home visitors in both Rock and Walworth counties.
- ▶ We are also breastfeeding friendly at our Beloit Center and our Hobbs Drive, Delavan Center.



Our Clients

- ▶ RWCFS works with all families, but we work the hardest to find families who live at or below the federal poverty level.
- ▶ We work with families who have children with special needs.
- ▶ We work with families who's first language is not English.
- ▶ We work with pregnant and parenting teens.



What We Provide

- ▶ Head Start
 - ▶ Preschool programing
 - ▶ 4K collaborations
 - ▶ Family nights / literacy events
 - ▶ Parenting curriculum: Ready Rosie
 - ▶ Individual family services
- ▶ Early Head Start
 - ▶ Center based programing
 - ▶ Home based programing
 - ▶ Socializations
 - ▶ Individual family services
 - ▶ Doula services



I'm Hired. Now What?

- ▶ Once you have completed orientation you will be scheduling with the content area experts additional onboarding. This may include:
 - ▶ Curriculum training
 - ▶ Bus training
 - ▶ ERSEA (Enrollment, Recruitment, Selection, Eligibility, Attendance) training
 - ▶ Active Supervision training
 - ▶ Health/Nutrition training
 - ▶ Documentation training in Child Plus and Teaching Strategies Gold
 - ▶ Family Service training



Agency Committees

- ▶ Once you have settled in there are several committees that you can join
 - ▶ School Readiness and Curriculum
 - ▶ Wellness
 - ▶ Staff Advisory
 - ▶ Recruitment
 - ▶ Safety
 - ▶ Agency program goal committees
 - ▶ Social Justice
 - ▶ Trauma
 - ▶ Health



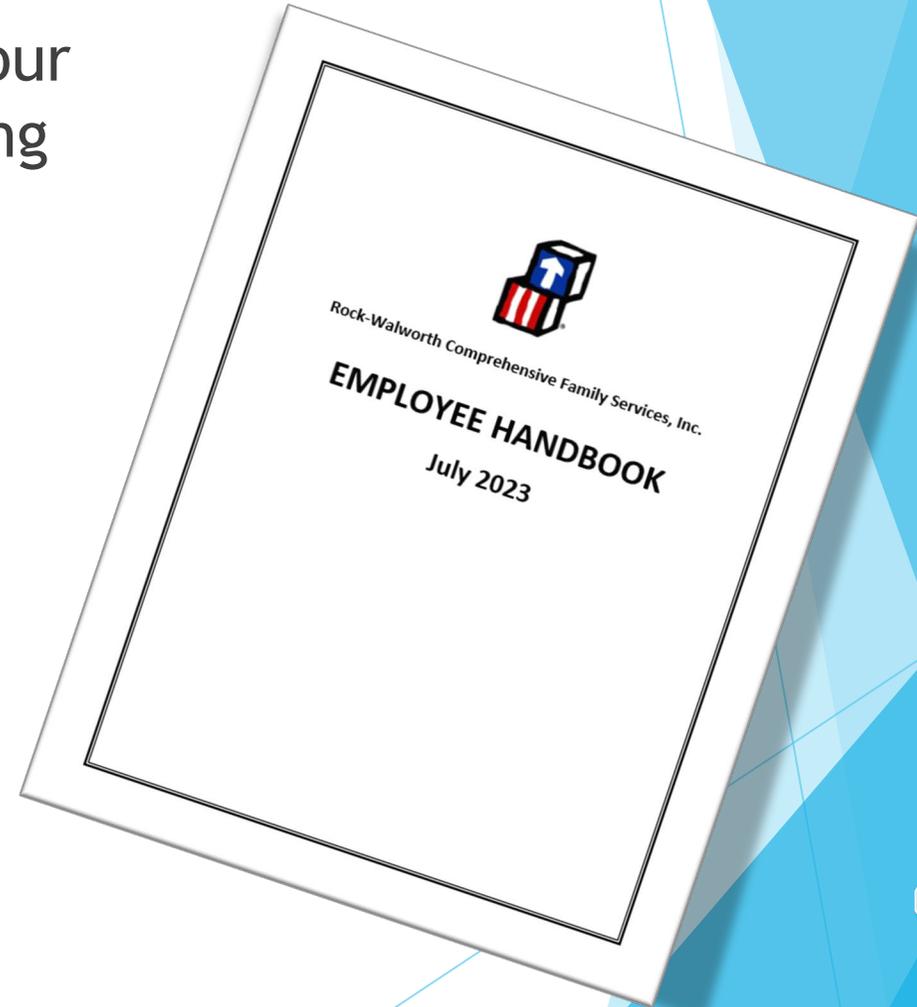
Important Notes

- ▶ Your first pay cannot be processed until your employee paperwork is complete.
- ▶ If you need assistance with your paperwork, contact the Program Design Director.
- ▶ Employees working directly with children must have completed their new employee physical, TB and drug screen before entering the classroom as well as completed fingerprint screen.



Employee Handbook

- ▶ RWCFS's Employee Handbook will be your primary resource for questions regarding your employment at RWCFS.
 - ▶ You may also contact your supervisor with questions as well.
- ▶ You will receive a paper copy of the Employee Handbook.



Dress Code

RWCFS to others. Their personal appearance and hygiene are important for promoting and influencing a positive program image to everyone. All clothing should be in good repair and properly fitted. You should maintain the highest standards of hygiene, including washing your hands during work regularly.

The table on the next slide provides additional information for what is and what is not generally acceptable under this dress code. If you have any questions, contact your supervisor.

This information is intended as a guideline for appropriate attire, such as business casual. Supervisors have the authority and obligation to send employees home if their appearance is not acceptable. Repeated violations may result in corrective action, up to and including termination of employment.



DOs	DON'Ts
Clean attire in good repair	Dirty, torn or distressed clothing items (e.g., holes, fraying, tears, etc.)
Clothing acceptable for interacting with children, families and community members	Halter tops, spaghetti straps, shorts (No shorter than 3 inches above knee), short dresses, mini-skirts, athletic wear (e.g., sweatpants, track pants), pajama pants and loungewear
Properly fitted clothing	Revealing or form-fitting clothing, such as spandex/lycra, yoga pant and leggings/jeggings, without adequate coverage (adequate coverage is a top, blouse, sweater that goes down to an individual's legs), and crop tops, bare midriffs, low-cut tops, and low-slung pants revealing underclothes
Jewelry when not otherwise interfering with work duties or causing a safety risk	Dangling or loose jewelry that can snag or become entangled
Tennis shoes and/or non-skid/non-slip closed-toe and closed-heel shoes when needing safe mobility, such as working in the classroom, riding the bus, driving any RWCFS vehicle, and participating in RWCFS social activities, family nights or home visits	Flip-flops, athletic sandals, and shoes with heels over 3 inches
Tattoos containing material inappropriate for children or a school environment must be covered.	Clothing with inappropriate or offensive verbiage or graphics (e.g., containing profanity; adult content; drug, alcohol or tobacco references; gang, violence or weapon references; etc.)



Employment

- ▶ Employment at RWCFS is a voluntary, at-will employment relationship with no specified period of time.
- ▶ We are an Equal Opportunity Employer.
- ▶ We expect all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.
- ▶ Employees who experience any of these are encouraged to contact the Program Design Director, 608-299-1500.



Employment

- ▶ Employees are expected to review and comply with the Standards of Conduct and Employee Conduct.
- ▶ Employees are expected to treat topics related to daily work and children served in a confidential manner.
- ▶ Employees are expected to be actively engaged in their work.



Employee Confidentiality

- ▶ At RWCFS, we take confidentiality seriously.
- ▶ Employees are not allowed to discuss students outside of the classroom or with anyone not immediately involved with the care or education of a student.
- ▶ Sharing pictures, videos, or snapchats of the children or families in our program on your personal accounts is strictly prohibited.
- ▶ Conversations about students should be kept positive in nature. Noncompliance may result in termination.



Employees as Mandated Reporters

- ▶ All employees of RWCFS are mandated reporters.
- ▶ If you suspect a child is a victim of abuse or neglect, you are required to report the information to CPS. If you have questions about this you can contact Erik Perez at 608-299-1500 or eperez@cfsheadstart.org
- ▶ All employees will receive a Mandated Reporter training.



Employment

- ▶ Full and part time employees will receive constructive work reviews on the following schedule
 - ▶ 90 day meeting of review with your supervisor
 - ▶ Annual formal work review with your supervisor
 - ▶ On an as needed bases with your supervisor



Employment

- ▶ Employees are paid on a bi-weekly basis
- ▶ Time sheets must be submitted to your supervisor on the Friday you received your paycheck. These dates are listed on your employee calendar.



RWCFS, Inc. NON-EXEMPT EMPLOYEE TIME SHEET & PERSONNEL ACTIVITY REPORT

Name: (Last, First) <i>Bea Superworker</i>			Position Title: <i>Assistant Teacher</i>			Location: <i>St. Peter's</i>			Team Leader/Manager Name: <i>Robin Zulfer</i>								
Year:	Month/Date	Sched. Hours	START Time		END Time		Hours Worked	Absence Code	Non-Worked Hours	ACTIVITY CODE(S) &, if applicable, Reason for variance from regular hours [Supervisor must Initial showing approval]	% of each Applicable Grant						
			In	Out	In	Out					HS	EHS	State	All	Other		
SAT	9/8									[]							
SUN	9/9									[]							
MON	9/10	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS	[]	100%					
TUES	9/11	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS	[]	100%					
WED	9/12	6.00	8:00 AM		2:00 PM	6.00				PL, COM	[]	100%					
THUR	9/13	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS	[]	100%					
FRI	9/14	8.50						P	8.50		[]						
Week's Total:		40.00				31.50			8.50	[] OT _____ [] Flex _____							
SAT	9/15										[]						
SUN	9/16										[]						
MON	9/17	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS	[]	100%					
TUES	9/18	8.50	7:45 AM	4:15 PM	5:45 PM	8:15 PM	11.00			CUR, PL, TS, FP - family night	[]	100%					
WED	9/19	6.00	8:00 AM		2:00 PM	6.00				PL, COM	[]	100%					
THUR	9/20	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS	[]	100%					
FRI	9/21	8.50	7:45 AM		4:15 PM	8.50				CUR, PL, TS, RR	[]	100%					
Week's Total:		40.00				42.50				[] OT _____		100%					
TOTAL:		80.00				74.00			8.50	Total Hours: 82.50							Check Date: 10/01/12

Absence Codes: V = Vacation S = Sick P = Personal H = Holiday F = Funeral MD = Military Duty JD = Jury Duty O = Other (Please explain)

With my signature, I certify that I have provided an accurate, after-the-fact account of my activity for the time period listed. I understand that falsification of this time sheet may result in disciplinary action, including discharge.

Employee Signature _____ Date _____ Team Leader/Manager Signature _____ Date _____

Accounting Only:	(Rev. 09/2012)						
Hours:	REG = <i>R3 71.50</i>	OT = <i>2.50</i>	V =	S =	P = <i>8.50</i>	H =	F =
Payroll only	Other = Reason:			Total Hrs: <i>82.50</i>		Mileage (attach sheet): \$	

Use blue or black **INK** - no pencil nor other color ink

Instructions for completing timesheet :

1. Enter the year. Enter the month/date for each day. Enter scheduled hours.
2. **MAKE DAILY ENTRIES:** Enter "In/Out" times on the quarter hour (i.e. :00, :15, :30, :45) using the "rule of 7" (e.g. 4:35 should be recorded as 4:30, 8:08 should be recorded as 8:15). Enter daily total hours worked.
3. If applicable, enter absence code(s) and number of hours absent each day, as well as reasons for variance from regularly scheduled hours (e.g. "family night" or "rode bus" - supervisor must initial that the time is approved).
4. Enter, after-the-fact, corresponding code(s) for activity(ies) performed **EACH DAY**.
5. Enter the percentage of activity under each applicable grant each day (*the sum of which must equal 100% for that day*).
6. Total hours worked and non-worked for each week and for the pay period.
Record minutes as a fraction of an hour (e.g. 2 hours and 15 minutes is 2.25 *not* 2.15 nor 2:15)
7. **Sign and date;** submit to your supervisor on the last day of the pay period unless otherwise instructed.

RULE OF 7
Any time that falls within here, use "xx:00" on time sheet

Any time here, use "xx:00"

More than one code may pertain to an activity; list those that predominantly apply.

Examples of typical tasks for program staff are listed below. Refer to your job description for more activity detail or consult with your supervisor.

<u>Personnel Activity Codes</u>	<u>Examples</u>
COM Communication	meetings, creating flyers
CP Community Partnerships	non-parent guests in the classroom; working with collaborative partners (i.e. childcare staff, WIC/nutritionist)
CUR Curriculum and Assessment	teaching, classroom management, child assessment, meal preparation
DIS Disabilities	developing/implementing strategies for working with those who have specific challenges/needs
ERSEA Eligibility, Recruitment, Selection, Enrollment, & Attendance	recruiting, enrolling students, maintaining attendance records
FIS Fiscal Management	budgeting/ordering/purchasing
FME Facilities, Materials, Equipment	cleaning, sanitation, maintenance, moving equipment/materials
FP Family Partnerships	socializations, family nights, special events, periodic home visits (FRWs/Tchrs)
GOV Program Governance	Policy Council and/or Board of Directors activity
HR Human Resources	completing HR paperwork; own performance evaluation (would also include SA)
IND Individualization	working 1:1 outside of classroom; IEP development, meeting, implementation, modification of menu
MO Monitoring	compliance with licensing/HS regulations
PD Professional Development/Training	any training
PEI Prevention and Early Intervention	child neglect/abuse reporting
PI Parent Involvement	contact with parent/guardian, orientations, parent-center meetings
PL Planning	lesson planning, field trip coordination (may include TR), menu planning
RR Record Keeping and Reporting	data entry in Child Plus/TS Gold, completing in-kind forms, parent-center/monthly reports, CACFP records
SA Self-Assessment	evaluation of self-performance or program
SUP Supervision/Leadership	conducting performance evaluations, instructing subordinates
TS Transportation Services	vehicle inspection, transportation of children, taking meals site-to-site, mail delivery

Employment

- ▶ If you are sick and not able to attend work, you **MUST** follow the Absenteeism Policy, making sure that you contact your supervisor in as much notice as possible.
- ▶ You are required to give at least two hours notice prior to bus leaving for pick-up/scheduled starting time so your shift can be filled. Appropriate staffing ensures quality care and education for the children enrolled in our program.



Questions?

- ▶ If you have any questions or concerns about your job, you are encouraged to talk with your direct supervisor.
- ▶ Address any safety, quality, care or ethical issues immediately.
- ▶ If you do not receive an adequate or timely answer from your supervisor, contact another available manager. A list of managers is provided on the next page.
- ▶ Remember - we can't fix problems we don't know about.



Our Leadership Team

TBD - Executive Director

Eileen Scheehle - Transportation
Coordinator

Vicky Mortimer - Finance Director

Chris Koepke- Maintenance Coordinator

Aimee Walker- Program Design Director

TBD - ERSEA Specialist

Chelsea Miller- Early Head Start Child
Development Manager

Allison Kestol-Bauer - WC Site Team
Leader

Michelle Genthe - Health/Nutrition
Manager

Angelita Richardson - BC Site Team
Leader

Tammy Johnson - Head Start Child
Development Manager

Jennifer Webb- JC/BCM Site Team
Leader

Erik Perez - Family Service Manager

Pamela Allcorn - EHS Site Team Leader

Valuable Resource

[Head Start | ECLKC \(hhs.gov\)](https://hhs.gov)

Early Childhood Learning & Knowledge Center

Contact Us

Rock Walworth Comprehensive Family Services

1221 Henry Ave

Beloit, WI 53511

Office: 608-299-1500

Fax: 608-299-1629

rwcfs.org

Facebook: Rock/Walworth County Head Start and Early Head Start

To email: first initial, last name @cfsheadstart.org