

# Part III

## READING REQUIREMENTS

*All the information is located in the (Program Operation Guides) located on the net. PLEASE read and review the information listed below, sign and submit this form to the Administrative Office within 30 days of employment. THANK YOU.*

### SECTION I

#### REGULATIONS

- **Head Start Performance Standards (Federal Regulations)**
- **New Mexico Regulations Governing Facilities (State Regulations)**
- **Emergency Preparedness Plan**
- **Exposure Control Plan**
- **Hatch Act Reform Amendments**

#### POLICIES, PLANS AND PROCEDURES

- **DACHS “Employee Handbook”**
- **DACHS Parent Handbook (located “on-site” at each center)**
- **DACHS Policies (on line)**
- **Written Program Plans (Black Notebook on-site)**
- **Training and Technical Assistance Plan (distributed at Pre-service)**

### SECTION II

*The materials covered in this section will be reviewed with you by your supervisor.*

**SUPERVISORY FORMS (On the Net – Administrative)**

**ADMINISTRATIVE FORMS (On the Net – Administrative)**

**COMPONENT FORMS (On the Net – Services)**

*I have reviewed the DACHS Employee Handbook and completed the Reading Requirements:*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor/Trainer Signature**

\_\_\_\_\_  
**Date**