



# Parent-Child Development Corporation

602 Main Street, P.O. Box 799, West Point, Virginia 23181

PHONE: (804)843-2289 FAX: (804)843-2308 [www.pcdcva.org](http://www.pcdcva.org)



Good Morning!

Welcome Aboard!! It is a pleasure to have you here with us at Parent Child Development Corporation!

## **We will review the following documents in this order:**

1. Offer Letter
  - a. Please sign
2. Job Description
  - a. Please sign
3. Orientation Document
  - a. Please sign upon completion
4. VA-4 Form
5. W4 Form
6. I9 Form
  - a. I will fill out the second page
  - b. Two forms of ID are required.
7. Direct Deposit Form
  - a. Voided Check
8. Time Sheet
9. Emergency Contact Form
10. Leadership & Governance Wheel
11. Our Five Year Plan
12. PCDC Employee Handbook
13. Employee Insurance Benefits Procedures
14. Policies & Procedures
  - a. Temporary Mask Policy
  - b. Confidentiality Policy & Procedures
  - c. Visitors in the Workplace Policy



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- d. Drug Free Work Place Policy
  - e. Code of Conduct
  - f. Child Abuse Reporting Policy & Document
  - g. Transition Policy & Procedures
15. Mandated State Training
- a. 10 Hour Training
  - b. Updated Child Care Training
  - c. Child Abuse & Neglect Training