

# NEW Early Childhood Teacher Orientation (Includes Teacher and Aide role types)



## New Employee Paper Work -within 15 days of hire (PS # issued upon completed paperwork)

- Employee Cover sheet
- Release of Information
- FBI check
- Statement of Health
- Background Checks
- Td and MMR documentation



## New Employee Program Orientation

- Provided by employer (requirements and template provided)
- Within first 30 days of hire
- Employee and Employer must verify completion in writing



## Pre-service Training - to be completed prior to caring for children, or under supervision of a Primary Caregiver. Must be completed within the first 30 days of hire.

- CPR/First Aid Certification - 4 hours, CCR&R Agency or other approved trainers
- Safe Sleep in Child Care training- 2 hours, on-line \*\*
- Prevention of Shaken Baby Syndrome & Abusive Head Trauma training- 2 hours, on-line \*\*



## Basic Health and Safety PD Track Completed within 90 days of hire

- Prevention and Control of Infectious Diseases & Immunizations training- 2 hours, on-line
- Medication Administration in Child Care Part I training - 3 hours, on-line
- YIKES Disaster Planning -Emergency Preparedness training- 2 hours, on-line
- Protecting Children from Harm Training - 2 hours, on-line
- Child Abuse & Neglect: Mandatory Reporting in Child Care training - 3 hours, on-line
- Orientation Overview: Child Care Essentials for Early Childhood Professionals training - Optional support course offered in person at CCR&R Agency - 3 hours

\*\*School  
Age Care  
Exception