

NEW Early Childhood Teacher Orientation
Includes Lead Teacher, Assistant Teacher, and Substitute Teacher
for Family Child Care, Group Child Care, and Child Care Center



New Employee Paper Work –
Completed within 15 days of hire.

- Obtain PS#
- Person Information Sheet
- Release of Information
- FBI check
- Background Checks
- Td and MMR documentation
- Practitioner Registry Application submitted*



On-the-Job Facility Overview Training
Completed within 30 days of hire

- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing



Pre-service Training –
To be completed prior to caring for children, or under supervision of a teacher.
Completed within the first 30 days of hire.

- CPR/First Aid Certification
- Infant Safety Essentials **



Health and Safety Required Professional Development
Completed within 90 days of hire

- Prevention and Control of Infectious Diseases & Immunizations training
- Medication Administration in Child Care Part I training
- YIKES Disaster Planning -Emergency Preparedness training
- Protecting Children from Harm Training
- Child Abuse & Neglect: Mandatory Reporting in Child Care training
- Together We Grow
- Early Childhood Essentials

*Substitute and School Age Care Exception

**School Age Care Exception

02/08/2018