It’s hard to believe we are creeping up rapidly on September 1! Just a reminder that new provider and new staff orientation requirements go into effect 9/1/2020, so we wanted to get the updated Orientation Flow Charts out to you prior to the 1st. I’ve Below are from the Covid FAQ’s as a reminder to the changes.

The Health & Safety Review 2019-2022 will be accepted through August 31, 2020. Beginning September 1, 2020 staff will be required to complete the following Orientation trainings:

• Child Care Licensing Orientation (This course has been named “New Staff Health & Safety Orientation”) (6 hours) – www.childcaretraining.org
  
  • Note: This 1 course replaces the following trainings: YIKES Disaster Planning: Emergency Preparedness; Child Abuse and Neglect: Mandatory Reporting; Medication Administration in Child Care – Part 1; Prevention and Control of Infectious Diseases & Immunizations; Protecting Children from Harm

• Infant Safety Essentials: Practices including Safe Sleep and Prevention of Shaken Baby Syndrome (2 hours) – www.childcaretraining.org

• Together We Grow (3 hours) – www.childcaretraining.org

• Early Childhood Essentials – in person at a CCR&R

• Program Management Essentials (Directors) - in person at a CCR&R

If you or any providers you are assisting have questions, please contact Child Care Licensing.

Thank you!

(Attached are the revised flow charts.)
NEW Director Orientation & New License/Registration Issue Process
For Family Child Care, Group Child Care, Child Care Center

Application for new programs
Available on-line and as a request from Child Care Licensing (CCL). Child Care Resource and Referral agency will provide information as needed.

Pre-Service Training
(PS # issued upon completed application)
- Pre-service requirement
  - Infant, Child, and Adult CPR/First Aid Certification
  - Infant Safety Essentials **
  - Practitioner Registry application submitted

Pre-Inspection (for new license/registration issued)
- Before providing child care
  - Building, fire, sanitation review/inspection
  - Consultation by CCL and completion of paperwork and background checks

Provisional License/Registration issued for new programs
(may provide child care)

Management Training
Completed within 60 days of Provisional License or Role Type Change
- Program Management Essentials for Directors

Health and Safety Required Professional Development
Completed within 90 days of Provisional License or Role Type Change
- New Staff Health & Safety Orientation – 6 hours www.childcaretraining.org
- Together We Grow – 3 hours www.childcaretraining.org
- Early Childhood Essentials – 3 hours in-person at local CCR&R

Regular License/Registration issued for new programs, based on full compliance, OR new Director receives approved status.

**School Age Care Exception

09/01/2020
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
Pre-Service/before starting in the facility
- Person Information Sheet – submit to licensing
- Release of Information – submit to licensing
- Tdap and MMR documentation – submit to licensing

Once Licensing receives the documentation they will review and if complete, assign a PS#; Background and FBI check will be reviewed.

On-the-Job Facility Overview Training & ECP membership
Completed within 30 days of hire
- Provided by employer (requirements and template provided)
- Employee and Employer must verify completion in writing
- Practitioner Registry Application submitted*

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.
- Infant, Child, and Adult CPR/First Aid Certification (submit to ECP)
- Infant Safety Essentials ** - 2 hours www.childcaretraining.org

Health and Safety Required Professional Development
Completed within 90 days of hire
- New Staff Health & Safety Orientation – 6 hours www.childcaretraining.org
- Together We Grow – 3 hours www.childcaretraining.org
- Early Childhood Essentials – 3 hours in-person at local CCR&R

*Substitute and School Age Exception
**School Age Care Exception

09/01/2020