

Staff Training Plan

Staff name: _____

Date of Hire: _____

I agree that I must receive at least 30 hours of training each school year, within my anniversary year. Those 30 hours must include training that relates to my age group or role within the center and must align with CCL Minimum Standards requirements.

___ 6 Clock Hours:

- Child growth and development
- Guidance and Discipline
- Age-appropriate curriculum
- Teacher-Child Interaction

___ 1 Clock Hour Prevention, recognition and reporting of child maltreatment (Child Abuse and Neglect)

___ 1 Clock Hour IF caregiver provides care for children younger than 24 months of age, in shaken baby syndrome and abusive head trauma, sudden infant death syndrome (SIDS) and understanding early childhood brain development

___ No clock hour requirements, but must be included in the annual training hours:

- Emergency Preparedness
- Preventing and controlling the spread of communicable diseases, including immunizations
- Administering medication
- Preventing and responding to emergencies due to food or an allergic reaction
- Understanding building and physical premises safety

___ The remaining annual training hours must be in one or more of the following topics:

- Care of children with special needs
- Child health (for example, nutrition and physical activity)
- Safety/ Risk Management
- Cultural diversity for children and families
- Professional development (for example, effective communicating with families and time and stress management)
- Topics relevant to the particular age group the caregiver is assigned
- Planning developmentally appropriate learning activities
- Observation and assessment
- Attachment and responsive care giving

Teacher Signature

Director Signature