



## **Sample New Employee Training Plan**

Welcome to our School Family!

Our school puts a strong focus on the best interest of children. Long term and consistent caregiving is critical to the success of the child. We will only consider individuals for employment who are willing to make a long term commitment to our organization, the children, and our families.

Below is your training and on-boarding plan. We believe that this plan will help prepare early educators to be successful in the classroom.

### **Day One of Employment**

- All required paperwork is completed and submitted to our Corporate Office Manager.
- Criminal Background check is submitted and fingerprint appointment is scheduled (if applicable)
- Create and link TECPDS and Tym the Trainer accounts
- Complete the Early Educator Assessment online
- School Director will complete an overview of the Employee Binder
- Session 1, "Welcome to Conscious Discipline" in the Conscious Discipline E-Course is completed
- A center tour and introductions to the School Family is completed by the School Director.
- Review of the New School Family Member Training Plan and the ECE School Family calendar.

### **Day Two of Employment**

- Employee completes the following online trainings:
  - Overview of Minimum Standards - 3 hours
  - Minimum Standards for Caregivers - 3 hours
  - Recognizing Child Abuse and Neglect (Maltreatment) - 1 hour
- Employee will sit down with the School Director to discuss the above trainings and how each topic is specific to their school.
- Employee will complete a Safety check on a classroom using the "Maintaining a Safe Environment" checklist
- Complete the "5 Language of Love" quiz.

### **Day Three of Employment**

- Employee will meet with the Director of Education to go over the Frog Street Curriculum
- Employee will complete the following online trainings:
  - Required Trainings: Minimum Standards 746.1309 - 3 hours
  - Vehicle Transportation Procedures - 2 hours
  - Basic Pediatric First Aid with Rescue Breathing and Choking - 2 hours
  - Promoting Wellness - 1 hour
  - Food Handlers Course
- Employee will complete an observation in a classroom at their school.

### **Day Four of Employment**

- Employees will complete the following online trainings:
  - Developmental Stages of Children/ Child Growth and Development - 3 hours
  - Age Appropriate Activities - 2 hours
  - Safety and Supervision Techniques - 3 hours
- Employee will complete Session 2 “Becoming Brain Smart, Parts 1 and 2” in the Conscious Discipline E-Course
- Employee will meet with the Director of Administration to go over Food Program expectations and school forms and documents.
- Employee will meet with the School Director to go over the Personnel Policy book.

### **Day Five of Employment**

- Employees will complete the following online trainings:
  - Engagement Techniques in the Classroom - 3 hours
  - Supporting Children with Special Needs - 3 hours
  - Fostering Children’s Self Esteem - 1 hour
- Employee will complete Session 3 "Creating the School Family” in the Conscious Discipline E-course
- Employee will complete a Quality Assessment on a classroom in their school

### **Day Six of Employment**

- Employees will complete the following online trainings:
  - Shaken Baby Syndrome/ SIDS - 2 hours
  - Abusive Head Trauma - 1 hour
  - Infant Brain Development - 1 hour
  - Infant Sleep Safety - 1 hour
  - Introduction to STEM (STEM Station Role Models Only) - 3 hours
- Employee will complete Session 4 “Composure” in the Conscious Discipline E-Course
- Employee will assist in a classroom at the school.

- Employee will meet with the School Director to discuss their first week as part of the School Family.

#### **Day Seven of Employment**

- Employee will complete Session 5 “Assertiveness” in the Conscious Discipline E-Course
- Employee will assist in a classroom at the school.

#### **Day Eight of Employment**

- Employee will complete Session 6 “Encouragement” in the Conscious Discipline E-Course.
- Employee will assist in a classroom at the school.

#### **Day Nine of Employment**

- Employee will complete Session 7 “Choices” in the Conscious Discipline E-Course.
- Employee will assist in a classroom at the school.
- Employee will meet with the Director of Education to discuss any curriculum expectations questions or concerns.

#### **Day Ten of Employment**

- Employee will complete Session 8 “Empathy” in the Conscious Discipline E-Course.
- Employee will assist in a classroom at the school.
- Employee will meet with the School Director to discuss their first two weeks as a member of our School Family.

#### **Day Eleven of Employment**

- Employee will complete Session 9 “Positive Intent” in the Conscious Discipline E-Course.
- Employee will assist in a classroom at the school.

#### **Day Twelve of Employment**

- Employee will complete Session 10 “Consequences” and “Course Conclusion” in the Conscious Discipline E-Course.
- Employee will meet with the School Director and Director of Education to discuss the completion of the Conscious Discipline E-Course Series.
- Employee will assist in a classroom at the school.

#### **Within the First Two Weeks of Employment**

- Employee will attend the corporate training “Welcome to ECE – Leadership Orientation”

#### **Within the First Month of Employment**

- Employee will attend the corporate training “Introduction to Conscious Discipline”

#### **Within the First 90 Days of Employment**

- Employee will attend Pediatric CPR

**After Day 90 of Employment**

- Employee will start their CDA Coursework. Employee will be expected to complete at least one chapter every two weeks for 26 weeks. The employee will work with the School Director and Director of Education on completion of the course including building their Professional Resource File. Employee will be expected to submit their application to the CDA Council within 30 days of the completion of the course.

**Additional Training**

- Employee will be expected to maintain 30 hours of training each year.
- Employee is expected to attend The ECE Professional Development Day in February and October
- Additional training may be available based on the director's and owner's discretion, such as Texas Rising Star trainings, Tym the Trainer trainings, conferences and institutes.

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I, \_\_\_\_\_ am willing to make a one year commitment to the school. I strongly believe that the children deserve consistent care giving. I also agree to follow this training plan in order to provide the best possible care and education to the children.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Director Name \_\_\_\_\_ Date \_\_\_\_\_