



## EMPLOYEE SCREENING AND TRAINING

### HIRING AND EMPLOYEE SCREENING PROCEDURES

- Initial contact with the Human Resources Director by telephone or in person.
- Written application for position (includes 3 references)
- Personal interview with applicant and HRD and at least one other faculty member
- HRD provides information regarding: job description, pay schedule, benefits
- HRD follows up on references of suitable candidates
- Written contract is offered once the applicant's back ground check is conducted.

### EVALUATING

- see *EMPLOYEE HANDBOOK*

### TERMINATION OF CONTRACT

- see *EMPLOYEE HANDBOOK*

### SCREENING

A staff member shall not be present in the center if he or she has been convicted of any of the following:

- A listed offense, as defined in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722.
- Child abuse or child neglect.
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

A staff member shall not be present in the center until there is documentation from the department of human services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

Screenings are completed in the following manner:

- Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) background check using live scan fingerprinting to screen for the following:
  - a review of the licensing database of individuals with previous disciplinary action within a child care center, group child care home, family child care home, or an adult foster care facility;
  - a search of the individual through the national and state sex offender registries;
  - a search of the individual through all state criminal registries or repositories for any states of residence in the past five years;
  - a request that the Department of State Police perform a criminal history check on the individual; and
  - a search of the child abuse and neglect registry for Michigan and any states of residence for the past five years.
- A signed screening statement provided by the school indicating no criminal background.

### HEALTH SCREENING

All staff must have a tuberculosis test (negative) on file at the school. Employees must be "fully immunized" which means that the employee has been immunized against all diseases for which any child at TCH is required to be immunized, but excluding vaccinations which are not recommended for adults by the Center for Disease Control.

## STAFF TRAINING

The Personnel Manual and the Procedures Handbook outline the policies and guidelines for employees. Training on these policies and procedures occurs in the fall, one week prior to the beginning of the school year and again in the summer, one week prior to the summer program. Staff joining the school mid-year receive training from the Director of Operations, Business Manager and a senior staff member. Teachers and the Head of School meet weekly throughout the year to review procedures, handle new and old business, and schedule events. Monthly philosophical and informational meetings are held with the entire faculty.

Faculty members are offered 3 professional days per school year to use for professional development. All classroom personnel complete 16 clock hours of training each year in the field of child development, education, and related subjects.

Infant/Child/Adult CPR and first aid training is provided every two years during the fall training week for all classroom personnel and the program director. Blood borne pathogen training is completed within 6 months of initial hire.

## STAFF TRAINING REQUIREMENTS

**Our state license requires classroom personnel to receive training according to the following plan:**

### FOR ALL CLASSROOM PERSONNEL:

- Health and Safety training through Michigan Licensing and Regulatory Affairs within 90 days of hire date
- CPR and First Aid current card
- Blood borne pathogen training upon hire
- Emergency procedures review twice a year (August and June)
- Child abuse and reporting requirements annually
- Discipline policy review annually
- Lock down procedures three times a year

### NIDO-YCC, PRIMARY AND FRIEND'S CLUB PERSONNEL (not required for elementary)

16 clock hours of training annually (year is defined by the calendar year)

- Annual training hours may include
  - In-service trainings
  - Sessions offered by community groups, faith-based organizations, child care provider associations
  - Workshops offered by local or intermediate school districts or colleges
  - Trainings, workshops, seminars and conferences on early childhood, child development or child care administration and practices offered by early childhood organizations
  - On-line trainings
  - 2 hours counted of CPR or first aid training
- Documentation of training is on file for each staff person and must include:
  - Training topic
  - Date of training
  - Number of hours in the training session
  - Source of training, such as training organization, presenter's name, conference

**NOTE: Nido-YCC personnel must include training on *safe sleep* and *shaken baby syndrome* in the 16 clock hours.**