

New Employee Information

Requirements

1. High School Diploma/GED
2. Background check/CAN check
3. Negative TB test
4. Orientation I and II within the first three months of being hired
5. Completing 15 hours of continuing education per year
6. CPR/first aid certification

Additional Information

1. Attendance is essential and excessive absences will not be tolerated.
2. Mandatory faculty meetings monthly (paid one hour meeting)
3. Read, understand, and follow the Kentucky State Childcare Guidelines
4. Read, understand, and follow the STARS guidelines (ITERS and ECERS)
5. Read, understand and follow the policies and procedures outlines in our staff handbook
6. Job evaluations are completed annually
7. If requesting time off, it must be in writing and approved by Director
8. Must follow state guidelines regarding ratio. Children may not ever be left unattended. Must follow teacher to child ratio at all times.

Infants 1:5 or 2:10

Toddlers 1:6 or 2:12

Two Year olds 1:10

Three Year olds 1:12

Four Year olds 1:14

EDUCATION:

Elementary
School

High
School

College

Other