



NAME: _____

SITE LOCATION: _____

MOPD ID: _____

Shirt Size: _____

General Documents

- Staff Medical Form
- TB Form
- FSCR Background Check
- Fingerprints
- Fingerprints emailed to Jefferson city
- Emergency Contact Form

TT Policy Documents

- Teacher Job Description
- Infant Safe Sleep
- Outdoor Supervision
- Cell Phone
- Teacher Training
- Probationary Contract
- Employee Handbook

Payroll Documents

- MO W-4
- W-4
- Direct Deposit Form w/ Voided Check
- I-9
- I-9 Supporting Documents
- E-Verify
- Entered into ADP

PD Documents

- MOPD ID Card
- Social & Emotional Certificate
- Safe Sleep Certificate
- Health & Safety Certificate
- Licensing & Regulations Certificate
- CPR/FA Certificate
- Training email sent



Teacher Job Description

Purpose of the Position:

The Child Care Provider is responsible to provide families with childcare that is safe, nurturing, and in an educational environment where children can grow socially, emotionally, and academically.

Core Values:

The Child Care Provider is responsible and will provide children with the education and experiences needed to assure early success and school readiness. Parent involvement is critical in the development of a child. We form a partnership with parents by providing newsletters and daily information sheets on what their child has learned each day. We will provide a safe atmosphere where children can learn to communicate and express themselves amongst peers. We value learning and understand that children learn in different ways. We encourage self-esteem and want each child to recognize their strengths and feel confident as they become ready to enter kindergarten. We value respect for every child, family, and staff member.

Work Environment:

Helping children grow, learn, and gain new skills can be very rewarding. Child Care Providers will be responsible for planning and implementing child care for young children. They must ensure the development and safety of these children in accordance to Talented Tots Learning Center and in compliance with the State of Missouri Health and Senior Services. The Child Care Provider will be respectful of children and parents, and ensure that equipment and facilities are clean, safe, and well maintained. Failure to provide adequate services may place children at risk.

Responsibilities:

- Plan and implement activities to meet the physical, emotional, intellectual, and social needs of the children
- Ensure equipment and the facility is clean, well maintained, and safe at all times
- Provide daily, weekly, and monthly schedule of activities
- Provide activities to encourage curiosity, exploration, problem solving at developmental levels of each child
- Read books with children
- Emergency procedures need to be followed at all times
- Provide a fun and exciting classroom atmosphere
- Ensure children are supervised at all times; this includes all areas of our facility (restrooms, classrooms, hallways, playground)
- Provide a safe and secure environment for children
- Communicate clearly and effectively in a manner that children understand
- Actively engage with children at their level at all times

Communication:

Keeping parents informed of program expectations, program activities, and their child's progress is vital to the success of our program. You must be able to listen to parents and maintain open, friendly and cooperative relationships with them. **Open and positive communication with coworkers and management is expected at all times.** Talented Tots Learning Center is always open to listening to new ideas to make our program better!



Personal Attributes:

- Be respectful
- Possess sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build self esteem while ensuring a safe and secure environment
- Be punctual and responsible

Take pride in being a Talented Tots employee!

Physical Demands:

The Child Care Provider is required and must be capable of the following demands:

- Ability to lift up to forty (40) pounds
- Moving and carrying of equipment and children
- Sitting and playing with children on the floor
- Cleaning all areas and aspects of the facility

Environmental Conditions:

The Child Care Provider will be working in the following conditions:

- Active and very lively environment
- Hot and humid conditions
- Cold temperatures
- Strong and sensitive odors associated with toileting and illness

Mental Demands:

Caring for children can be stressful. The Child Care Provider must ensure that children are supervised at all times and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Child Provider must be prepared to handle accidents and emergencies at all times.

I acknowledge and understand the above demands as a teacher at Talented Tots. I understand that at any time or occasion, I am able to provide any of the above necessary job expectations.

Printed Name: _____

Signature: _____

Date: _____



Safe Sleep Policy

At Talented Tots our number one concern is the child's safety. As of January 4, 2016, our company has implemented the following **Infant Safe Sleep Policy** in accordance with the Missouri Department of Health and Senior Services requirements. The purpose of this policy is to lower the risk of SIDS (Sudden Infant Death Syndrome) and SUDI (Sudden Unexpected Death in Infants) in infants under one year of age.

At Talented Tots we follow the following Safe Sleep Practices in infants under one year of age:

- Infants will **always** be placed on their back to sleep. The only exception to this policy is if we are given an alternative plan that is signed by the child's pediatrician. When infants can easily turn from their back to their stomachs, they will be placed on their backs to sleep but then may adopt whatever position they prefer for sleep.
- Our infant classrooms will always be kept between 68-85 degrees Fahrenheit.
- All our cribs have been approved by the Missouri Department of Health and Senior Services.
- All sheets must be tight fitting. No blankets, pillows, bumper pads, stuffed animals, etc. will be allowed in the cribs while children are sleeping. Only sleep clothing (sleep sacks, sleepers) will be used to keep infants warm. Infants' heads and face will not be covered during sleep. Pacifiers will be allowed in the crib with written consent from parent. Pacifiers may not have cords or mechanisms attached.
- Only one infant will occupy a crib at a time.
- Infants will not be allowed to sleep in car seats, swings, bouncy seats, etc. If an infant fall asleep anywhere besides a crib they will be picked up and moved to a crib to sleep.
- Cribs should not be used for storage of items at any time.
- Infant caregivers will frequently check on infants while they are sleeping to ensure that they are not having difficulty napping.
- All our infant care givers have been trained on infant safe sleep based on AAP safe sleep recommendations.

I have read and understand Talented Tots' Infant Safe Sleep Policy as according to the Missouri Department of Health and Senior Services requirements.

Printed Name: _____

Signature: _____

Date: _____



Outdoor Supervision

Playing outdoors is a developmental need for children. They are learning how to appreciate nature, how to interact and play with other kids, as well as physical development and coordination. (all Missouri Early Learning Standards)

To make outside an educational and enjoyable time for all, I understand:

- Outside ratios are 1.5x inside ratios for 3yrs and older, the same ratio for 2yrs and younger
- I understand the teacher should be spread out watching the kids. (Teachers do not need to be within 5-10 feet of the other teacher so all blind spots can be seen.)
- Maximum of one class is allowed outside at a time. All classrooms are to adhere to their scheduled outside time designated by your site director.
- Child must stay within the fence at ALL TIMES.
- I am expected to be up and playing with the kids, facilitating play (to deal with issues as they arise), teaching them games or how to use the balls, **not sitting to the side taking a break.**
- It is MY responsibility to be sure all equipment stays within the fence (and if it does not, that I MUST go get all equipment and place it back inside the fence.) Students need to be taught to value our equipment and take good care of it.
- It is my responsibility to be sure all equipment is put up before going inside (all toys put up against the building at the end of the day and each playtime.) No inside toys shall be brought outside.
- I will not eat while outside (no food or food containers outside). A water bottle is the ONLY drink okay for me to have outside.

I acknowledge and understand the rules for supervision of outdoor play. I understand failure to follow and comply with the above expectations, could result in termination of employment with Talented Tots

Printed Name: _____

Signature: _____

Date: _____



Cell Phones

At Talented Tots our number one concern is for the safety of all children. When teachers are on their cell phones they are not giving 100% of their attention to the children.

To ensure that we are upholding the best safety and care, I understand:

- All phone calls and texts should be taken place before or after a shift or during a lunch break.
- Cell phones should never be out on the playground. (Not even to check time or play music or to take pictures, unless approved by the director)
- In case of an emergency I will notify the site director so that she can make arrangements for me to use the phone.
- Do not use your phone to photograph children.
- No cell phones during nap time. (This time can be used to work on lesson planning, prepare upcoming projects and/or cleaning.)

I acknowledge and understand the rules for cell phone usage at the center. I understand failure to follow and comply with the above expectations, could result in termination of employment with Talented Tots.

Printed Name: _____

Signature: _____

Date: _____



Teacher Training

About our Training

Talented Tots Learning Center teacher orientation is a system based on years of varied experience in all aspects of education and management. Each session is led by a member of Talented Tots personnel and is geared towards your needs as a childcare worker/teacher. We pride ourselves on setting up our teachers for success and more prepared than you have ever been to work with little kiddos!

Training Sessions

Our training sessions are planned by site directors and owners. Teacher orientation is designed in a manner geared toward the maximization of efficiency. Your time is valuable, so our goal is to best prepare you while taking up the least amount of your time possible.

Your training sessions will be conducted by Talented Tots teachers, directors and management. Training sessions will be comprised of activities, videos and lectures that will touch upon a variety of topics ranging from new hire paperwork to state rules and regulations to curriculum training.

Continuous Professional Development

You will be required by state to complete 12 hours of training per fiscal year. Continuous professional development will be provided by Talented Tots personnel and/or approved online courses by your site director.

I understand that it is my responsibility to track and be up-to-date with professional development training hours per state regulations. I also understand that Talented Tots training will be required and I will have to attend sessions on weekends or evenings throughout the year.

Printed Name: _____

Signature: _____

Date: _____



Probationary Period

Dear Employee:

Welcome to Talented Tots Learning Center! We are excited that you have chosen Talented Tots as your employer. We strive as a company to provide a fun, positive working environment with the help of all of our employees. The following are the conditions of your employment with Talented Tots:

1. You shall be on probation for a period of THREE (3) months commencing on your first day of work with Talented Tots. During your probationary employment, you will be working with us on a trial basis. Your conversion to permanent status shall be primarily conditioned and dependent upon your satisfactory service and performance of the work assigned to you and it is within the exclusive discretion of Talented Tots Management to determine whether or not such service is satisfactorily performed including Talented Tots policies and the following criteria:
dependability, trustworthiness, efficiency, initiative, attitude towards work, parents, kids, company and co-employees, cooperation, punctuality, quality of work, educability, and professionalism.
2. Talented Tots likewise reserves its right to terminate your probationary employment, even prior to the expiration of your probationary period for any of the just and authorized causes provided by existing law or for your having failed to satisfactorily meet and comply with the above mentioned standards, conditions and requirements.
3. You agree that all records and documents of Talented Tots and all information pertaining to its business and/or its affairs and that of its customers are absolutely confidential and unauthorized disclosure or reproduction of the same will not be made by you at any time during or after your employment. You agree that any breach of confidentiality will constitute sufficient grounds for immediate termination of your employment (IE: social media, facebook, twitter, etc.)

I acknowledge and understand the expectations and rules for my probationary period. I understand after 60 days I will be evaluated by my director to determine the status of employment.

Printed Name: _____

Signature: _____

Date: _____



Employee Performance Review

Employee Information

Employee Name	Location	
Job Title	Date	
Review Period Probationary		

Ratings

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Knowledge of State & TT Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Safe sleep, classroom ratios and other policies are implemented. Cell phone policy is adhered to and supervision of kids is your #1 priority.</i>					
Team Player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Always willing to go above and beyond their scope of work; helps out at anytime.</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>On time for scheduled shift and ready to work in TT apparel. If shift coverage was needed, you found the coverage and didn't rely on staff to figure it out.</i>					
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>You wear a smile 😊 You portray a persona that makes others want to be at TT.</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Open & positive communication with staff, parents and kids. You are open to suggestions and take constructive criticism positively.</i>					
Being Prepared for Work and Lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Lesson plans are completed; copies & supplies are gathered before the start of the work day.</i>					

Evaluation

ADDITIONAL COMMENTS

EMPLOYEE GOALS

1.

2.

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	
Manager Signature		Date	



Employee Emergency Contact

Name: _____

Cell #: _____ Work #: _____

Employee Contact Info

Home Address: _____

City, State, Zip: _____

Primary Contact #: _____ Secondary Contact #: _____

Emergency Contact Info

(1) Name: _____ Relationship: _____

Primary Contact #: _____ Secondary Contact #: _____

(2) Name: _____ Relationship: _____

Primary Contact #: _____ Secondary Contact #: _____

You are responsible for informing persons at your work site if you have a medical condition that may require immediate first aid. Medical information is confidential. It is your decision and responsibility to inform others if you believe it necessary for your health and safety while at work.

I have voluntarily provided the above contact information and authorize Talented Tots to contact any of the above on my behalf in the event of an emergency.

Employee Signature

Date



New Employee Orientation Checklist

Staff Specific

- Check in/out procedure (employee and parents)
- Employee Handbook (dress code)
- State required 12hrs of annual training
- Cell phone policy
- Handwashing Policy (after each diaper change, assisting a child using the bathroom, before/after serving snacks/lunch and coming in from outside)
- Substitute teacher list and requesting time off
- Facebook expectations
- Parking
- Closing list

Classroom Specific

- Ratios (infants 1:4, 2yr olds 1:8, 3-4yr olds 1:10, 5yr olds and older 1:16)
- Where to put personal belongings
- Classroom clipboard and Children's emergency contacts
- Conscious Discipline- Be engaged with the children AT ALL TIMES!
- Classroom binders/infant feeding schedules
- Bottles/feeding solids (infants are to provide food until drinking milk & eating solid foods) If storing items in fridge please label and date
- Sippy cups or other food containers are to be rinsed out and sent home each day
- Daily Sheets and Parent Communication
- Medication Authorization Forms and Incident/Accident Reports
- Diaper Changing Policy (every 2 hrs, followed by washing the child's hands, 3-stepping the changing table and then washing your hands)
- Any dirty clothes due to accidents etc.; should be put in a plastic bag, labeled with the child's name, and placed in the child's cubby to be sent home and cleaned
- Child hand washing policy (after each diaper change, using the potty, before meals, after meals and after coming in from outside)
- Cleaning Policy (1 step: wash, 2 step: rinse, 3 step: sanitize)
- Cleaning (daily tasks, naptime tasks and closing tasks)
- Naptime Expectations (children are only required to rest their bodies for 30 mins per state, and are not allowed to stay on their cots or in their cribs longer than 1hr awake) Infants are to be placed on their backs to sleep unless they can roll over front to back unassisted (safe sleep policy)
- Illness and going home sick policies for children

Building Specific

- Location of breakroom (including supplies, copy machine, laundry etc.)
- Evacuation Routes for each room for fire drills/tornado drills
- Medical supplies and ice packs

I have reviewed and discussed this checklist with Talented Tots personnel and understand all expectations of Talented Tots Learning Center.

Printed Name: _____

Signature: _____ Date: _____