



## Best Practices for Out of School Time: Staffing & Training Requirement

# LEARNING OBJECTIVES

- Identify appropriate child/staff ratios for general program and field trips.
- Discuss transportation and needs for driver, vehicle and documentation.
- Discuss food handling best practices.





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## STAFF & HIRING REQUIREMENTS



- Level 2 background check prior to starting & then every 5 years
- Out of state background checks if they have lived outside of Florida in 5 years
- Employment checks
- Attestation of Good Moral Character

# STAFFING REQUIREMENTS



- Must be 18 years old if in direct supervision of children
- High School Diploma or GED
- A Staff Member in Charge (SMIC) must be on site at all times
  - 21 years old
  - Completion of 6 college credits in education, guidance or recreation OR hold a School Age Credential
  - CPR/First Aid Certification

# STAFF FILES



- Application for Employment
- Background check
- Acknowledgment Form
- Employment Check
- Education documentation
- Attestation of Good Moral Character
- Training Transcript
- Training Log

# CHILDCARE TRAINING-INITIAL



- School Age FCCPC Training (40 Clock Hours)
  - Part 1
    - Child Care Facility Rules & Regulations
    - Health, Safety & Nutrition
    - Identifying & Reporting Child Abuse & Neglect
    - Child Growth & Development
    - Behavior Observation & Screening

# CHILDCARE TRAINING-INITIAL



- School Age FCCPC Training (40 Clock Hours)
  - Part 2
    - School Age Appropriate Practices
    - Early Literacy Training
    - Fire Extinguisher Training

## CHILDCARE TRAINING-INITIAL



- Training may be taken online or in a classroom setting
- A minimum of a 70 is required on the exam to pass
- 10 hours of childcare training required annually
- Safety Precaution Training required annually
- Must be started within 90 days of employment and completed within 12 months of starting

## CHILDCARE TRAINING- ADVANCED



- School Age Credential
  - Valid for 5 years
  - Renewed with 45 CEUs
- Directors Credential
  - All programs must have a credentialed director
  - A director for school age programs may oversee multiple programs
  - Valid for 5 years
  - Renewed with completion of renewal operational management course

# QUESTIONS ?



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