

Our Little Treasures Daycare and Preschool
Annual Training Plan 2026

● **What is required training?**

- Orientation Training (Upon Hire and every 5 years thereafter)
- Current CPR/ First Aid (Upon Hire and every 2 years thereafter) (only counts toward State hours 1st year)
- Experience Early Learning curriculum training in your related area of work
- Conscious Discipline (Required in the first year of employment for every staff, Training Dates TBD)
- Minimum 10 hours/Year
- Monthly training shared by Admin.
- Staff are encouraged to pursue CDA certification.

● **Where do I get my training?**

- Participate in webinars provided through Experience Early Learning
- Look at our suggested training courses on the employee hub.
- Refer to the ECC Catalog for courses that interest you or apply to your program.
- Look for free training online. These are a few, please share any others you may find.
 - Experience Training Institute
 - extensiononline.tamu.edu
 - sqone.org
 - edweb.net
- When you are struggling with an area or are seeking more knowledge, let Jenn know, and she will help you find the proper training in that area.
- Mandatory Semi-Annual Staff Meeting & Training Days

● **How do I get credit for my training?**

- Submit the training certificate and log hours on the “Claim Training Hours” form on the employee hub
 - Training hours= the number of training credit hours
 - Actual clock hours= the time you were working on the training
 - You will only be reimbursed for time up to the amount of training hours, generally trainings take less time to complete than the actual credit hours
 - You will be reimbursed for mandatory trainings and yearly trainings completed outside of work hours for up to 10 hours
 - Try to fit training in on your sick days/ holidays
 - Try to “burn time” to avoid going over 40 hour week, the best you can