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