



Plan for Professional Development

All staff will earn continuing education credit hours annually, which will total at least 1% of their total hours worked. Topics for continuing education may include but are not limited to:

- New employee orientation (required)
- Annual training on program policies, plans, and procedures (required)
- Early childhood education
- Child development
- Licensing regulations
- Health issues
- Nutrition
- Approved first aid
- Approved CPR
- Medication administration
- Child abuse and neglect laws
- Caring for children under the age of 3
- Safe sleep practices
- Techniques used to manage child behaviors
- Emergency preparedness

Attendance at classes, seminars, workshops, conferences, forums, and online training will be documented in individual staff development records and be maintained on site at the facility and made available for review. An assessment of individual development will be developed for each staff person.