

Department of Children & Youth



MIKE DEWINE
GOVERNOR OF OHIO



MID-WEEK MEETUP: STAFF ONBOARDING

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Introductions



“The only thing worse than training employees and losing them is to not train them and keep them.”

According to the Society for Human Resource Management (SHRM), 69% of employees are more likely to stay with a company for 3 years if they experienced great onboarding.

Two tracks- one for a new to the field staff and one for experienced staff

Day 1

- Create an account in the Ohio Professional Registry
www.occrra.org
- Complete fingerprinting and submit background in the Ohio Professional Registry
- Complete center specific paperwork including required forms for payroll, I-9 forms, and emergency forms
- Complete licensing specific requirements including education verification and employee medical statement

Day 2

- Complete the Child Care Center Orientation in OCCRRA (appr. 6 hours)
 - *Title: Child Care Center Orientation Training*
- Answer any questions from the Orientation

Day 3

- Complete ODJFS Child Abuse training in OCCRRA (appr. 1 hours)
 - *Title: ODJFS Child Abuse Training*
- Complete Ohio's Approach to Quality in OCCRRA (appr. 2 hours)
 - *Title: Ohio's Approach to Quality*
- Complete Ohio's Overview of Child Development in OCCRRA (appr. 3 hours)
 - *Title: Ohio's Overview of Child Development*
- Answer any questions from the trainings

Day 4

- Complete ODJFS Management of Communicable Disease in OCCRRA (appr. 2.5 hours)
 - *Title- ODJFS Management of Communicable Disease – Free Training Recorded by ODJFS*
- Submit education verification to OCCRRA
- Complete a professional development plan and pick two trainings for the next 6 months
- Schedule First Aid and CPR training within the next 90 days

Day 5

- Check the program's dashboard for the staff member background check
- **ONLY WHEN THE BACKGROUND CHECK IS RECEIVED:**
 - Staff member shadows current staff for mentoring and hands-on training

Day 1 (experienced)

- Submit background in the Ohio Professional Registry
- Complete center specific paperwork including required forms for payroll, I-9 forms, and emergency forms
- Complete licensing specific requirements including education verification and employee medical statement
- Review staff training (health training and professional development training)
- Move on to Day 2 if time allows

Day 2 (Experienced)

- Complete any trainings that need to be completed such as:
 - *Child Care Center Orientation Training*
 - *ODJFS Child Abuse Training*
 - *Ohio's Approach to Quality*
 - *Ohio's Overview of Child Development*
 - *ODJFS Management of Communicable Disease*
- Ensure education is verified by OCCRRA or submit education if necessary
- Complete a professional development plan and pick two trainings for the next 6 months

Day 3 (Experienced)

- Check the program's dashboard for the staff member background check
- **ONLY WHEN THE BACKGROUND CHECK IS RECEIVED:**
 - Staff member shadows current staff for mentoring and hands-on training

New Under 18 Regulations

5101:2-12-08 Employee and child care staff member requirements for a licensed child care center
(B)What are the requirements for a child care staff member in a licensed child care center?

Each child care staff member is to:

(1)Meet one of the following:

- (b) Be enrolled in the second year of or have completed a two year career-technical program in child development or early childhood education or be a high school senior and also enrolled in a college credit program in child development or early childhood education.
- ~~(a)~~(i) Enrollment or completion of a two year career-technical program shall be verified by a signed statement from student's teacher/coordinator of the training program verifying that the student is enrolled in the program and receiving supervision by the training program.
- ~~(b)~~(ii) Enrollment in a college credit program shall be verified by written ~~documentation~~documentation from the college credit program.
- ~~(c)~~(iii) Verification shall be on file on or before the child care staff member's first day of employment.

CCCMPL 41 (New Policy Lowering Minimum Age for High School Students/Graduates Working in Child Care)

New Policy 1- Enrolled **high school students** eligible to be a CCSM (child care centers only)

- A high school student who is at least a junior and one of the following scenarios can work as a CCSM, if verified to be:
 - Enrolled in an early childhood education or child development career technical program.
 - Enrolled in a Child Development Associate (CDA) training program or achieved a CDA credential for the age group in which the high school student is working.
 - Enrolled in a college credit program with early childhood education or child development focus.

New Policy 2- **High school graduates** who are at least sixteen years of age eligible to be a CCSM (child care centers and family child care type A and type B homes)

- Increasingly, Ohio high school students are graduating before the age of eighteen. ODJFS will now allow a high school graduate or individual who has obtained their General Educational Development (GED) diploma and is **sixteen years of age or older** to be a CCSM.
- Note: Child care programs employing minors as a CCSM are to comply with [Ohio Minor Labor Law](#) requirements for those less than 18 years of age; including, but not limited to working permits, wage agreements, work hours, and student documentation, as outlined in [Chapter 4109. of the Ohio Revised Code](#) (ORC).



Child Supervision and Safety Requirements for high school students/graduates working as a CCSM	New Policy 1 (Centers only)		New Policy 2 (Centers and FCC)
	High school juniors (On or after start of high school junior year)	High school seniors (After completion of high school junior year)	High school graduates under eighteen years of age
Permitted to be left alone with children?	No	Yes	Yes
Permitted to be counted in ratio when the CCSM is at least two years older than the child(ren) they supervise?	Yes	Yes	Yes
Permitted to transport children?	No	No	No
Permitted to be alone on routine trips or field trips?	No	No	No
Permitted to administer medication or medical procedures?	No	No	No
Permitted to be an administrator, provider, or designee?	No	No	No

Required Documents:

For Students Enrolled in a Career Technical Program:

- Documentation from a cooperating teacher that will be supervising the vocational student.

For Students Enrolled in a CDA or have Achieved a CDA:

- Documentation of vocation CDA or enrollment and participation in current CDA training.
- Documentation of junior or senior status.

For Students Enrolled in a College Credit Program:

- Documentation of college class enrollment.
- Documentation of junior or senior status.

FAQs:

Does a student need orientation/health trainings?

- Yes, on the same timeline as all other staff.

Does a student need a background check?

- Yes, but may need a parent to sign permission for fingerprints.

Will your licensing specialist need to verify the age of staff members?

- They may, and can use a high school transcript, work permit, license or state issued identification or other items with birthdate if needed.

Retaining/Improving Staff

- Attempt exit interviews with leaving staff- find out why staff is leaving so you can fix any problems you are unaware of
- Given staff ownership over their spaces (don't micromanage)
- Show appreciation and respect- publicly recognizing achievements, celebrating birthdays, providing positive reinforcement

Questions?



THANK YOU!
