

STARS Staff Orientation Instructor and Class Approval

Instructions for Completing the Application

1. Complete the application by providing all the information requested.
2. Include signature on the bottom of section 1.
3. Attach a current resume, college transcripts if applicable, and a timed detailed agenda for the class.
4. Application must include specific learning outcomes and timed agenda. A completed sample rubric and an agenda follow this form and the Areas of Knowledge explanation is on the STARS website: www.wyostars.org.
5. Submit completed application to the Wyoming Children's Action Alliance by mail or fax at the address below **OR** email to info@wyostars.org.

The Department of Family Services requires all staff to attend a staff orientation. The instructor and class need to be STARS approved. Staff orientation should provide the new employee with the essential information regarding the program and fundamental operations. For example, a quality staff orientation might include the following, along with some other items specific to each program:

- Review of written policy
- Review of discipline policy
- Discussion of parental involvement
- Methods of record keeping
- Emergency procedures
- Safe sleep policy

Please see *Our Kids and You: A Resource for Wyoming Child Caregivers* for more information on policy development.

Please Note:

Staff Orientation will not generate class preparation credit for directors/owners of child care facilities. Since policies and other elements of staff orientation are developed in the process of becoming licensed this development work is completed and should be readily available for staff orientation.

***Please detach and keep this page for your records.**

If you have questions, call 1.800.400.3999 or 1.307.772.9099
Email: info@wyostars.org Website: www.wyostars.org Fax: 307-463-9959
STARS 1401 Airport Parkway Ste 300, Cheyenne, WY 82001

Date of application: _____

(Application deadline is 14 days prior to the class.)

STARS Staff Orientation Approval Form

1. Instructor Information:

Name: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: ____

County: _____ Email: _____

Home phone: _____ Work phone: _____

Employer: _____

Your Job Title: _____

Has this instructor been STARS approved in the past two years? ___ Yes ___ No

Education Background (Check all that apply. List College major and college name or name of certification entity.)

	High School Diploma or GED	Child Development Associate (CDA)	Certificate or License (specify)	Associate's Degree in	Bachelor's Degree in	Master's Degree in	Doctorate Degree in
✓							
Major		Infant ___ Preschool ___ Family home ___					
College or Entity issuing certificate or degree							
		Year first awarded	Year issued	Year Awarded	Year Awarded	Year Awarded	Year Awarded
Date							
		Year Certificate or License expires	Year Certificate or License expires				
Date							

Remember to attach documentation of your qualifications:

- Staff Orientation instructors attach your resume and transcripts (if applicable).

I certify that the information provided is true: _____ Date: _____

Signature of Applicant

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2. Class Sponsor Information:

Name of sponsor agency: _____

(Facility Name)

Contact person for sponsor agency: _____ Phone: _____

Mailing address for sponsor agency:

Street City State Zip

Email of Sponsor Agency Contact Person: _____

3. Class Information:

Title of class: _____

(Facility Name + Staff Orientation)

Date of class: _____ Time of class: _____

Total hours of instruction time: _____ (2 hour minimum)

Anticipated number of participants: _____

Location of class: _____

Has this class had prior Wyoming STARS approval? _____ Yes _____ No

If yes, what was the reference number? _____

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AREAS OF KNOWLEDGE

Health, Nutrition & Safety
Active Learning Environment
Child Growth & Development
Guidance & Discipline
Family, Community and Cultural Relationships
Program and Business Management
Professionalism and Leadership

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Learning description for the class:

This class is targeted to ___ entry ___ journey ___ master level providers

Area of Knowledge & amount of instruction time	Learning Outcome(s)	Instructor Name & Level (If level was previously assigned)	Resources for this class	Tools for students used in this class

Additional Resources for Staff Orientation Class Preparation:

- *Developing and Administering A Child Care Center*-Fifth Edition by Dorothy June Sciarra and Anne Dorsey (Available through the clearinghouse)
- *Family Child Care: Contracts and Policies*-Third Edition by Tom Copeland, JD (Available through the clearinghouse)
- *Supervision in Early Childhood Education: A Developmental Perspective*-Third Edition by Joseph J. Caruso with M. Temple Fawcett (Available through the clearinghouse)
- Iowa State University Extension Child Care and Early Childhood Education New Staff Orientation Workbook Unit Topics can be found at: <http://www.extension.iastate.edu/childcare/nso/unittopics.htm>

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Sample Learning description for the class:

Area of Knowledge & amount of instruction time	Learning Outcome(s)	Instructor Name & Level (If level was previously assigned)	Resources for this class	Tools for students used in this class
<p>Program Management</p> <p>0.5 hours</p>	<p>New staff members will gain knowledge of applicable child care licensing rules and regulations.</p>	<p>Sue B Anthony</p>	<p>Department of Family Services Rules and Regulations</p> <p>OKAY Manual</p> <p>Contact Information</p>	<p>Checklist of information received and discussed</p>
<p>Program Management</p> <p>0.5 hours</p>	<p>New staff members will gain an understanding of the program's childcare philosophy, practices and recordkeeping system and implementation policies.</p>		<p>Business's Mission Statement</p> <p>Parent Handbook</p> <p>Employee Handbook</p>	
<p>Program Management</p> <p>0.5 hours</p>	<p>New staff members will gain understanding of the relationship between the licensing rules, facility policies and practices. (i.e. discipline, payment and hours of operation, staff to child ratio requirements, illness policy, etc. Please refer to OKAY Manual)</p>		<p>Department of Family Services Rules and Regulations</p> <p>OKAY Manual</p>	
<p>Program Management</p> <p>0.5 hours</p>	<p>New staff members will become familiar with emergency procedures and equipment.</p>		<p>Emergency Preparedness Plan to include instruction for emergencies as defined in the Wyoming Child Care Licensing Rules.</p>	<p>Emergency Preparedness Plan</p> <p>First Aid Kits, fire extinguishers, and alarm system</p>

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Staff Orientation Agenda

Crazy Kids Child Care

Time

Topic

1:00 – 1:30

Childcare licensing rules and regulations

1:30 – 2:00

Crazy Kids childcare philosophy, practices, record keeping policies, and implementation policies

2:00 – 2:30

How Crazy Kids policies relate to licensing rules and regulations, staff to child ratios, operating policies (payment, sick leave, tardy policy, etc.)

2:30 – 3:00

Emergency procedures and equipment

sample

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