



Extraordinary Education for the price of Ordinary Child Care

NEW HIRE POLICY

When it is necessary to hire a new staff member, the Director will use the following procedures:

- Receive and review application/cover letter from prospective employee
- Interview prospective employee with two people present for interview (Director and owner or Assistant Director)
- Review prospective employee's resume
- If Director is interested in prospect - set up a working interview
- Contact references
- Working interview - consult staff and children for feedback on prospect

Prior to hire:

- Probationary period - 90 day with a minimum monthly administrative meeting
- Employee submits evidence of physical from doctor
- Employee submits evidence of TB test from doctor
- Fingerprints acquired

Following hire of prospective employee the Director will collect the following:

- Background check
- DCF form
- Verification that CPR/First Aid requirement has been fulfilled
- Verification that Medication/Epi-Pen training has been completed
- Tax forms
- I-9 form
- Staff Handbook read receipt (following employees receipt and review of Handbook with Director)
- Acknowledgment of Staff Handbook, New Hire Policy, Policies and Procedures

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