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Staff Hours

**2022-2023**

# OVERVIEW

This document outlines start dates, tasks, start-up trainings, holidays, and breaks to help you determine when to report to work. If you have outstanding questions about what days you are working, please contact your Teacher, Site Supervisor, or the Business Office. Extra time for any position requires prior supervisory approval. Note that staff hours are subject to change.

You may need to make up days due to inclement weather and other unforeseen circumstances.

# START DATES

**Head Start/Blend Classrooms**

* Teachers – 8/8 or 8/15
* Assistants – 8/10 or 8/17
* Classroom Aides and Bus Drivers – 9/6 (will be paid for training, orientation, and set up prior to first scheduled day)
* First classroom day with children - 9/6 (children attend Tuesday – Thursday)

**GSRP Classrooms**

* Teachers – Monday, 8/15
* Assistants – Wednesday, 8/17
* Classroom Aides and Bus Drivers – Monday, 9/19 (will be paid for training, orientation, and set up prior to first scheduled day)
* First classroom day with children – Monday, 9/19

# START-UP TASKS AND TRAININGS

**Training Calendar**

* Refer to the NMCAA Professional Development Opportunities document on Weebly for additional trainings

**APOT (Annual Pre-Service Orientation and Training)**

* Site Supervisors will schedule APOT meetings with staff.
* Complete a Professional Development Participation Log to submit to Program Support.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes. They will be paid to participate in APOT.
* Teachers and Assistants will be paid as part of their regular work hours.

**CACFP Training**

* Program Support will schedule virtual CACFP meetings with staff.
* Complete an MDE/CACFP Annual Staff Training Sign-In Sheet and Annual Staff Training Checklist. Submit both to Program Support.
* You may attend a training on August 29, 9am-12pm or September 1, 9am-12pm.
* The meeting will be scheduled before the start date for Classroom Aides and Substitutes.
* Teachers and Assistants will be paid as part of their regular work hours.
* Classroom Aides and Substitutes will be paid to participate in the CACFP training.

**Safe Environment Checklist and Required Postings Training**

* Staff will meet as a team to complete the checklist before the first day with children.
* Complete a Professional Development Participation Log to submit to Program Support.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Classroom Aides and Substitutes will be paid for their training hours.

**Active Supervision Team Training (PowerPoint)**

* Staff will meet as a team to complete the training before the first day with children.
* All centers will watch the Active Supervision Training PowerPoint.
* Complete a Professional Development Participation Log to submit to Program Support.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Pedestrian Safety/Team Transportation Training (PowerPoint)**

All centers complete the pedestrian safety training. If a center has any type of transportation, staff will complete a team transportation training.

* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Complete a Professional Development Participation Log to submit to Program Support.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Grab& Go/Safety and Emergency Preparedness Training**

* Staff will meet as a team to complete the training before the first day with children.
* Complete a Professional Development Participation Log to submit to Program Support.
* The meeting may be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will schedule their team meeting during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**New Staff MiRegistry Health and Safety Training**

* New staff will complete the Health and Safety Training for Licensed Child Care Providers (Courses 1 & 2) on miregistry.org before their first day with children.
* Complete a Professional Development Participation Log to submit to Program Support.
* New staff will be paid for their training hours.

**Staff - MiRegistry Health and Safety Refresher Course**

* All returning staff will complete the refresher course by the first day of school.
* Teachers and Assistants will complete the refresher course during their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid for their training hours.

**Center Open House**

* Open Houses for Duration classrooms will take place prior to 9/6/2022.
* Open Houses for GSRP classrooms will take place prior to 9/19/2022.
* Teachers and Assistants do not get paid any extra time to participate in the center Open House.
* Classroom Aides and Bus Drivers will be paid for typical work hours for one day.

**Bus Driver Start-Up Tasks**

* Bus Drivers will be paid for two hours to complete practice routes.

# HOLIDAYS AND BREAKS

The public school closures may differ from the NMCAA schedule. Please discuss individual situations with your Site Supervisor.

**Labor Day - Week of September 5-9**

Teachers and Assistants

* Holiday hours on 9/5
* Assistants paid typical weekly hours (no additional hours)
* Request “holiday” in UKG

Classroom Aides

* Work regularly scheduled hours Tuesday – Friday
* No holiday hours

**Thanksgiving - Week of November 21-25**

Children attend Monday, Tuesday, and Wednesday

Programs located in schools that are closed on 11/23 will make up one day no later than 12/31/22. In this case, Wednesday is a planning day for all staff.

All classroom staff

* Holiday pay on 11/24 and 11/25
* Paid typical weekly hours
* Request “holiday” in UKG

**Winter Break - Week of December 19-23**

Children attend Monday, Tuesday, and Wednesday.

Programs located in schools that are closed on 12/21 will make up a day no later than 12/31/22. In this case, Wednesday and Thursday are planning days for all staff.

All classroom staff

* Paid typical weekly hours
* Holiday pay for 12/23
* Request “holiday” in UKG

**Winter Break - Week of December 26-30**

Children do not attend preschool.

All classroom staff

* Holiday pay from 12/26 – 12/30
* Paid typical weekly hours
* Request “holiday” in UKG

**Week of January 2 - 6**

Staff and children return on Tuesday, January 3, 2023.

Child attend Tuesday through Thursday or Wednesday through Friday. Staff work four days that week, one of which is a planning day.

All classroom staff

* Holiday pay on 1/2/23
* Paid typical weekly hours
* Request “holiday” in UKG

**Martin Luther King, Jr. Day - Monday, January 16**

Monday is a holiday. Children attend Tuesday, Wednesday, and Thursday (three classroom days). Friday is a planning day.

All classroom staff

* Paid typical weekly Monday hours
* Request “holiday” in UKG

**President’s Day - Monday, February 20**

Monday is a holiday. Children attend Tuesday, Wednesday, and Thursday (three classroom days). Friday is a planning day.

All classroom staff

* Paid typical weekly Monday hours
* Request “holiday” in UKG

**Spring Break - follow local school calendar**

Children do not attend. Spring break will not exceed five business days.

All classroom staff

* Holiday pay for spring break week
* Paid typical weekly hours
* Request “holiday” in UKG

**Week of Good Friday – Friday, April 7**

Monday, 4/3, will be a planning day for all staff. Children attend Tuesday – Thursday.

Teachers, Assistants, Bus Drivers, and Classroom Aides

* Paid for half of their regularly scheduled hours on Friday, April 7
* Request “holiday” in UKG

**Memorial Day - Monday, May 29**

Monday is a holiday. Duration children attend Tuesday through Friday.

Duration Teachers, Non Duration Teachers, Duration Assistants, and Duration Classroom Aides.

* Non duration assistants last day is 5/26, so they end before Memorial Day.
* Paid typical weekly Monday hours, not planning day hours
* Classroom aides receive full scheduled holiday hours on 5/29 and additional working hours on 6/2
* Request “holiday” in UKG

**End Dates – subject to change**

* GSRP children – 5/11
* GSRP Assistant teachers – 5/16
* GSRP Teachers – 5/18
* Non Duration children – 5/23
* Non Duration Assistant teachers – 5/26
* Non Duration teachers – 5/31
* Head Start children – 6/9
* Classroom aides last day is one day after the last classroom day
* Duration Assistant Teachers – 6/13
* Duration Teachers – 6/15