



# Staff Hours

2023-2024

## 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, sick days, and other unforeseen circumstances.

## START DATES

### Head Start and GSRP Classrooms

- Teachers – 8/14
- Assistants – 8/16
- Classroom Aides and Bus Drivers – 9/5 (will be paid for training, orientation, and set up prior to first scheduled day, approximately 16 hours)
- First classroom day with children – 9/5 (children attend Tuesday – Thursday or Wednesday – Friday)

## 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.
- 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 their regular work hours.

## **CACFP Training**

- Program Support will schedule virtual CACFP meetings with staff.
- 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.

## **Safety Practices Training**

- Module 1: Safe Environment Checklist and Required Postings Training
- Module 2: Active Supervision Team Training
- Module 3: Pedestrian Safety/Team Transportation Training
- Module 4: Grab & Go/Safety and Emergency Preparedness Training
  - All centers complete the pedestrian safety training. If a center has any type of transportation, staff will complete a team transportation training.
  - Staff will meet as a team to complete the Safety Practices training before the first day with children.
  - Scan the Professional Development Participation Log QR code.
  - 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.

## **New Staff - Health and Safety Training**

- New staff will complete the Health and Safety Training for Licensed Child Care Providers before their first day with children.
- Scan the Professional Development Participation Log QR code.
- New staff will be paid for their training hours.

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

- All returning staff will complete the refresher course by the first day of school.
- Scan the Professional Development Participation Log QR code.
- 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 will take place prior to the first day of school.
- Teachers and Assistants do not get paid any extra time to participate in the center Open House. They will be paid their regular weekly hours.
- 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 4-8**

Teachers and Assistants

- Holiday hours on 9/4
- Assistants paid typical weekly hours (no additional hours)
- Request "holiday" pay

## Classroom Aides

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

## **Thanksgiving - Week of November 20-24**

Children attend Monday and Tuesday. Wednesday is a planning day.

### All classroom staff

- Holiday pay on 11/23 and 11/24
- Paid typical weekly hours
- Request "holiday" pay

## **Winter Break - Week of December 25-29**

Children do not attend preschool.

### All classroom staff

- Holiday pay from 12/25 – 12/29
- Paid typical weekly hours
- Request "holiday" pay

## **Week of January 1 - 5**

Staff and children return on Wednesday, January 3, 2024.

Child attend Wednesday and Thursday. Friday will be a planning day.

### All classroom staff

- Holiday pay on Jan 1-2
- Paid typical weekly hours
- Request "holiday" pay

## **Martin Luther King, Jr. Day - Monday, January 15**

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" pay

## **President's Day - Monday, February 19**

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" pay

## **Spring Break – March 25-29**

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" pay

## **Week of Good Friday – Spring Break Week**

## **Memorial Day - Monday, May 27**

Monday is a holiday. Children attend Tuesday through Friday.

Teachers, Assistants, and Classroom Aides

- Paid typical weekly Monday hours, not planning day hours
- Classroom aides receive full scheduled holiday hours on 5/27 and additional working hours on 5/31
- Request "holiday" pay

## **End Dates – subject to change**

- GSRP Children – 5/14

- GSRP Classroom Aides – 5/15
- GSRP Assistant Teachers – 5/17
- GSRP Teachers – 5/21
- School Day Children – 5/23
- School Day Classroom Aides – 5/24
- School Day Assistant Teachers – 5/29
- School Day Teachers – 5/31
- Duration Children – 6/11
- Duration Classroom Aides – 6/12
- Duration Assistant Teachers – 6/13
- Duration Teachers – 6/14

### **Last Day to Add Children**

- GSRP Children – 4/14
- School Day Children – 4/23
- Duration Children – 5/10