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Staff Hours

**2021-2022**

# OVERVIEW

This document outlines start dates, tasks, start-up trainings, holidays, and breaks to help you determine when to report to work. It also includes a site closures chart for atypical days. If you have outstanding questions about what days you are working or if you receive holiday pay or not, 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.

# START DATES

**Duration Classrooms**

* Teachers - 8/10
* Assistants - 8/10
* Classroom Aides and Bus Drivers – 9/8
* First classroom day with children - 9/8 (children attend Wednesday - Friday)

**GSRP Classrooms**

* Teachers - 8/25
* Assistants - 9/7
* Classroom Aides and Bus Drivers – 9/21
* First classroom day with children – 9/21 (children attend Tuesday - Friday)

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# START-UP TASKS AND TRAININGS

## Training Calendars

* Refer to the Early Childhood Programs Calendar under the APOT tab in Weebly for scheduled meetings and trainings.
* Refer to the NMCAA Professional Development Opportunities document on Weebly for additional trainings.

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

* Site Supervisors may schedule virtual or in person APOT meetings with staff.
* The meeting will be scheduled before the start date for Bus Drivers, Classroom Aides, and Substitutes.
* Teachers and Assistants will be paid as part of their regular work hours.
* Bus Drivers, Classroom Aides, and Substitutes will be paid to participate in APOT.

**CACFP Training**

* Program Support will schedule virtual CACFP meetings with staff. (8/31 & 9/17)
* 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.
* 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 before the first day with children.
* All centers will watch the Active Supervision Training PowerPoint and complete a sign-in sheet to submit to Kristin Ruckle @ kruckle@nmcaa.net.

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* 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.
* 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 and Go Binder Training: Safety and Emergency Preparedness Plan Packet**

* Staff will meet as a team to complete before the first day with children.
* 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.
* 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 October 29.
* 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.

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**Classroom Aide Start-Up Tasks**

* Classroom Aides responsible for preparing breakfast, lunch and snack will be paid for their typical work hours for one day to shop and prepare for the first week of school.
* Classroom Aides responsible for preparing breakfast and/or snack will be paid for two hours to shop and prepare for the first week of school.
* Classroom Aides who are not responsible for preparing meals must request approval for hours to shop and prepare for the first week of school.

**Center Open House**

* Open Houses for Duration classrooms will take place prior to 9/8/2021.
* Open Houses for GSRP classrooms will take place prior to 9/21/2021.
* 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 6-10**

Duration Teachers and Assistants, GSRP Teachers

* Holiday hours on 9/6
* Assistants paid typical weekly hours (no additional hours)
* Request “holiday” in UKG

GSRP Assistants

* Work Tuesday - Friday
* No holiday hours

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Duration Classroom Aides

* Work Wednesday - Friday
* No holiday hours

**Thanksgiving - Week of November 22-26**

Children attend Monday, Tuesday, and Wednesday

Teachers, Assistants, Classroom Aides, and Bus Drivers

* Holiday pay on 11/25 and 11/26
* Paid typical weekly hours
* Request “holiday” in UKG

**Winter Break - Week of December 20-24**

Children attend Monday, Tuesday, and Wednesday.

Teachers and Assistants

* Paid typical weekly hours
* Holiday pay on 12/23 and 12/24
* Request “holiday” in UKG

Bus Drivers and Classroom Aides

* Work Monday, Tuesday, and Wednesday
* No holiday pay
* May use sick/personal time if available

**Winter Break - Week of December 27-31**

Children do not attend preschool. Staff and children return on January 3, 2022

Teachers and Assistants

* Holiday pay from 12/27 – 12/31
* Request “holiday” in UKG

Bus Drivers and Classroom Aides

* No holiday pay
* May use sick/personal time if available

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**Martin Luther King, Jr. Day - Monday, January 17**

Children attend Tuesday, Wednesday, Thursday, and Friday

Teachers, Assistants, Bus Drivers and Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in UKG

**President’s Day - Monday, February 21**

Children attend Tuesday, Wednesday, Thursday, and Friday

Teachers, Assistants, Bus Drivers and Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in UKG

**Spring Break - follow local school calendar**

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

Teachers and Assistants

* Paid typical weekly hours (no additional hours)
* Holiday pay for five days, Monday – Friday
* Request “holiday” in UKG

Bus Drivers and Classroom Aides

* No spring break pay.
* May use sick/personal time if available.

**Good Friday - Friday, April 15**

Teachers, Assistants, Bus Drivers, and Classroom Aides

* Paid for half of their regularly scheduled hours on April 15
* Request “holiday” in UKG

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**Memorial Day - Monday, May 30**

Duration children attend Tuesday, Wednesday, and Thursday. Friday is a planning day.

Duration Teachers, Assistants, and Classroom Aides

* Paid typical weekly hours (no additional hours)
* Holiday pay will be based on regular planning day hours.
* Request “holiday” in UKG

**End Dates – subject to change**

* GSRP children – 5/10
* GSRP Assistant teachers – 5/13
* GSRP Teachers – 5/17
* HS children – 6/7
* Duration Assistant Teachers – 6/10
* Duration Teachers – 6/14

**End of Year**

* Bus Drivers and Classroom Aides work through the last day with children
* Bus Drivers will be paid time and mileage to transport the bus for summer storage/maintenance/scheduled bus inspections

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# CLOSURES CHART

Use the chart to determine when to report to work on an atypical day.

X=days staff are required to report to work

Refer to and follow the Safety and Emergency Preparedness Plan, personnel policies, and the parent handbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Closure** | **Severe Weather** | **Emergency Closures** | **Illness Closures** | **Training and Professional Development** |
| **Examples** | Snow  Ice  Wind | Power Outages  Water  Gas Leak | Flu  Head Lice  Communicable Disease Outbreak | Agency  ISD  Public School |
| **Staff** |  |  |  |  |
| **Administrative Staff** | **x** | Call supervisor for guidance | **x** | **x** |
| **Bus Drivers** |  | Call supervisor for guidance |  |  |
| **Classroom Aides** |  | Call supervisor for guidance | **x** | **x** |
| **Special Needs Aides** |  | Call supervisor for guidance | **x** | **x** |

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