

## REQUIRED Training for ECE Classroom Staff

**Required One Time prior to working with children** (times are an estimate)


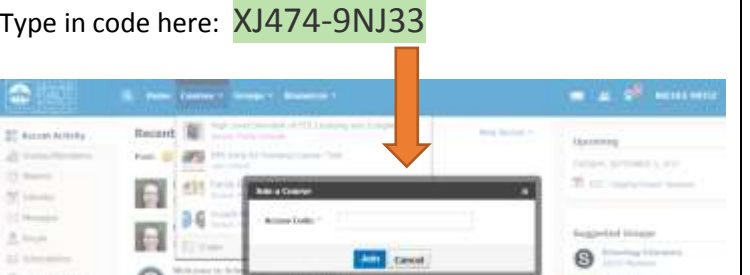
**Note:** Staff hired during the school year must do this training **prior** to working in classrooms




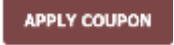
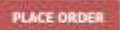


2 hours	Disaster Preparedness and Emergency Response  <i>This course is <b>taken only once while employed with DPS</b> but don't lose the certificate or it will need to be redone. Those who did it last year and have certificate in their file do not need to retake.</i>	1. To take course you need a FEMA Student Identification (SID) number. Register for one at <a href="https://cdp.dhs.gov/femasid">https://cdp.dhs.gov/femasid</a>  2. Take <b>IS-36: Multihazard Planning for Childcare</b> here: <a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-36">https://training.fema.gov/is/courseoverview.aspx?code=IS-36</a>	<p style="text-align: center;"><b>TAKE THIS COURSE</b></p> <p>Click <a href="#">Interactive Web Based Course</a></p> <p>When finished with course take the exam and click <b>TAKE FINAL EXAM</b></p> <p><small>Please note that the IS Program now requires a FEMA SID to be used instead of your SSN. If you do not have a SID, register for one here.</small></p> <p><a href="#">Take Final Exam Outline</a></p> <p><b>Make sure to print certificate and put in your classroom file</b></p>
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**Required Annual Training prior to working with children** (times are an estimate)

**Note 1:** Staff hired during the school year must do this training **prior** to working in classrooms

NOTE 2: Desk top or lap top computers are advised. Tablets can sometimes be problematic depending on software capabilities. To get a certificate devices will need to be tied to a printer or an email account on the device to email certificate to a device that is connected to a printer. It is advised to scan or save certificates on an electronic device in case hard copies disappear.

1 hour ½ hour to learn on to log into Schoology	CDHS Child Care Licensing /Dept. of Health training  <b>Course available 8-7-17</b>	Log into Schoology on Teacher Portal or <a href="http://schoolgy.dpsk12.org">http://schoolgy.dpsk12.org</a> Click <b>Log In</b> on the top right Enter your Email Address and Password. Click <b>Log in</b> .  <b>NOTE: Paraprofessionals should be able to log in. If that does not work we have been told you can access Schoology through Teacher Portal. If all of this does not work contact DoTS as Early Ed doesn't know how to problem solve this type of issue.</b>	<p>Click on </p> <p>Type in code here: <b>XJ474-9NJ33</b> </p>
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			<p>If you see this you have access to the course. The course can be started and stopped after completing each folder.</p> 
2 hours	Standard Precautions— For Child Care Provider-- 2017	<a href="https://coloradocprpros.com/course/standard-precautions-2017/">https://coloradocprpros.com/course/standard-precautions-2017/</a> OR <a href="https://coloradocprpros.com">coloradocprpros.com</a>	<p>Click “online classes”</p> <p>Click </p> <p>Click </p> <p>Enter code: <b>dpseeteacher</b></p> <p>Click </p> <p>Fill out all * boxes</p> <p>Check box and click “place order” </p> <p></p> <p>Course link should appear; start course</p> <p>Make sure to <b>print certificate</b> and <b>put in your classroom file</b></p>
2 hours	Mandatory Reporter Training Abuse and Neglect (same course required by DPS)	<a href="https://coloradocwts.com/community-training">https://coloradocwts.com/community-training</a>	<p>Click </p> <p>Make sure to <b>print certificate</b> and <b>put in your classroom file</b></p>
30 minutes-1 hour	Building & Physical Premises Safety Check Rules Regulating Child Care Centers, 7.702.33D:	Use EE Department provided document at end of this document.	Complete a walking tour and document any hazards or potential ones. Report any hazards found. Put completed form in your classroom file.

1-2 hours	Professional Development Information System (PDIS)	<a href="https://ecpd.costartstrong.org/ets/welcome.aspx">https://ecpd.costartstrong.org/ets/welcome.aspx</a>	<p><b>Open an account</b> and upload all possible transcripts, PD certificates on <i>early childhood</i> topics (ones on this page do <b>not</b> count) and enter all experience with children ages birth-8 years old.</p> <p><b>Update a current account</b> with newer items not yet uploaded: transcripts, PD certificates on <u>early childhood</u> topics (ones on this page do <b>not</b> count) and last years' experience with children ages birth-8 years old.</p> <p>--Credential levels will be updated in the system in up to 2 weeks. Check on credential level and print certificate and put it in your classroom file.</p>
15 minutes	Policies & Procedures Acknowledgement	Use EE Department provided document at end of this document.	<p>Read your school's policies and procedures handbook</p> <p>Fill in blanks on <i>Policies &amp; Procedures</i> document provided</p> <p>Put it in your classroom file</p>
10 minutes	Codes of Conduct: Child	Use EE Department provided document at end of this document.	<p>Read the conduct codes</p> <p>Fill in blanks provided</p> <p>Put it in your classroom file</p>

### LOOKING FORWARD: Required by **Dates Indicated**

Register by Sept. 15 <i>required</i>	EQIT or Pyramid Plus (can only take 1 per year)	<ul style="list-style-type: none"> <li>• Thursday, October 26, 2017</li> <li>• Friday, October 27, 2017</li> <li>• Friday, November 3, 2017</li> <li>• Friday, January 5, 2018</li> <li>• Friday, February 2, 2018</li> <li>• Tuesday, February 20, 2018</li> <li>• Monday, April 2, 2018</li> </ul> <p><i>Must attend all session or make up missed one to get certificate</i></p>	For those who <b>need</b> a Credential Level III or want to be at CDHS "teacher" level with both courses completed
<b>Sept. 15, 2017</b> 2-10 hours	<p><b>TS GOLD</b> Basic Courses (staff new to ECE)</p> <p><i>*Teachers who had accounts elsewhere <b>last year</b> do not need to do this but must notify <b>TS GOLD</b> Specialists to make sure account is transferred to DPS.</i></p>	<p>1.To get account set up contact one of the following <b>TS GOLD</b> Specialists:  <a href="mailto:DARZELLE_EFFERSON@dpsk12.org">DARZELLE_EFFERSON@dpsk12.org</a>  <a href="mailto:MAX_PANTEN@dpsk12.org">MAX_PANTEN@dpsk12.org</a></p> <p>2.Log into  <a href="https://gold.teachingstrategies.com/login.cfm">https://gold.teachingstrategies.com/login.cfm</a></p>	Go to your Dashboard in new platform and follow instructions on how to locate the variety of courses that introduce one to TS GOLD

Oct. 9, 2017 4-until you pass all areas	<b>TS GOLD</b> Interrater Reliability <b>(teachers only)</b> For those <i>new to GOLD</i> and those that need to <i>renew every 3 years</i>	<a href="https://gold.teachingstrategies.com/login.cfm">https://gold.teachingstrategies.com/login.cfm</a>	Go to your Dashboard in new platform and follow instructions on how to locate <b>TS GOLD</b> Interrater Reliability
Sept. 5, 2017 nonstudent contact day (if not attended by a campus it is their responsibility to fulfill the requirements)	Covering required topics for CDHS Licensing & CO-Shine	Covering required topics: 1 hour on assessment 1 hour on curriculum 3 hours on social-emotional learning Update on CO-Shine Alternate Pathways Home-school connections	Information on locations to come: watch your email
Nov. 6, 2017 nonstudent contact day (every 2 years; for those who need to update or for new ECE staff)	Meet CDHS compliance: CPR & First Aid:3 hours	Live facilitate courses: information to come from Maddie Henninger. <i>If new to DPS and you have CPR &amp; First Aid that will be valid through this entire school year send a scan of your cards that show your name and the expiration date to <a href="mailto:Madalyn_Henninger@dpsk12.org">Madalyn_Henninger@dpsk12.org</a></i>	Those <u>not</u> taking the courses should take this opportunity to work on family/home connection planning & execution at school sites.
Due by end of school year	15 hours minimum (more would help to raise credential level) of <u>ECE specific</u> courses excluding trainings listed on this page	Live facilitate courses on <b>Teal</b> days: Thursday, October 26, 2017 Friday, January 5, 2017 Friday, February 2, 2018 Monday, April 2, 2018	Information to come: watch for it in your email and teacher newsletter
March 16, 2018 nonstudent contact day	Earn up to 6 PD hours	Rocky Mountain Early Childhood Conference (RMECC)	Information in on registering January 2018

## Teaching Strategies **GOLD** Checkpoint Dates

Checkpoints are to be **completed by 5:00 p.m.**; Checkpoint dates listed *within* TS GOLD do not apply to DPS preschool classrooms

- **Fall - Oct 23, 2017**
- **Winter - Jan 29, 2018**
- **Spring - May 7, 2018**

# **CDHS Child Care Licensing Code of Conduct**

## **CODE OF CONDUCT**

- All personnel must demonstrate knowledgeable decision-making, judgment, and concern for the proper care and well-being of children.
- Staff, substitutes, or volunteers must not consume or be under the influence of any substance that impairs their ability to care for children.
- Illegal drugs, drug paraphernalia, marijuana and marijuana infused products, and alcohol must never be present on the premises of the center during operating hours.
- When caring for children, staff must refrain from personal use of electronics including, but not limited to, cell phones and portable electronic devices.

**1. Read the above and the next page which contains the DPS Code of Conduct**

**2. Sign and date below acknowledging that you have read, received, understand each set of Codes of Conduct and you were given a copy.**

**3. Put this in your classroom file with your other personal information.**

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Teacher or paraprofessional signature

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Date

## Denver Public Schools Board of Education Policies

### Code of Conduct

#### Staff Ethics/Conflict of Interest

It is the intention of the Board of Education to prevent the direct or indirect realization of significant personal material or monetary gain by district employees resulting from or in the discharge of an employee's job responsibilities and relationship with the district. Therefore no employee of the district shall:

1. Offer or accept money or any accommodation, material or service value for or in consideration of obtaining an appointment, promotion or privilege within the school system
2. Accept any gift, favor, service or accommodation that might give the appearance of tending to influence the discharge of duties
3. Disclose information gained by virtue of office or employment to any person not entitled thereto or otherwise use such information for personal gain or benefit or for the unjust gain or benefit of another
4. Sell any books, instructional supplies, musical instruments, equipment or other school supplies to any student or to the parents/guardian of a student who attends the school served by the employee unless prior approval has been obtained from the Board.
5. Hire, supervise or appraise any employee that is an immediate family member. For the purposes of this policy, immediate family is defined as follows: Spouse; children, step-children, and their spouses; brothers and brothers-in-law; sisters and sisters-in-law; parents and parents-in-law; grandparents and grandparents-in-law; grandchildren and their spouses; and members of the immediate household.

Note: Any familial relationship between employees within a department or school should be disclosed to the employee's direct supervisor.

Any employee who knows or may reasonably be expected to know that he has a material financial interest in any transaction under consideration by the district not of general application shall disclose such interest to his supervisor for determination as to participating or abstaining in such considerations.

No employee shall be a contractor or subcontractor with the school system other than within the terms of his appointment or contract of employment or have a material financial interest in any contract or subcontract with the school system.

The provisions set forth above shall not be applicable to:

1. The sale, lease or exchange of real property between an employee and the district provided the employee does not participate in any way as an employee in such sale, lease or exchange and this fact is set forth as a matter of public record by the superintendent or designee
2. An employee of the district whose duties are non-supervisory and who does not on behalf of the district participate in or have authority to participate in the procurement or letting of a contract or subcontract or does not in any manner influence the approval or disapproval of its performance, provided that the employee's interest in the contract or subcontract is disclosed in writing to the superintendent or designee.

A material financial interest shall include a personal and pecuniary interest accruing to an employee or spouse or to any other relative who resides in the same household. Ownership of an interest of five percent or more in a firm, partnership or other business or aggregate annual income, exclusive of dividend and interest income, of \$5,000 or more from a firm, partnership or other business shall be deemed to be a material financial interest in such firm, partnership or business.

# **Policies & Procedures Acknowledgement**

As per rule 7.702.33 C, prior to working with children, I have read and been instructed about the policies and procedures of

(school name) \_\_\_\_\_

including those related to hygiene, sanitation, food preparation practices, proper supervision of children, and reporting of child abuse.

My signature below acknowledges this to be true and I have read and understand the school's policies and procedures.

Staff Signature \_\_\_\_\_

Date \_\_\_\_\_



# BUILDING AND PREMISES SAFETY

Rules Regulating Child Care Centers, 7.702.33D

**SCHOOL:**

**NAME Print:**

**TRAINER (FM) Print name:**

**NAME Signature:**

**TRAINER Signature:**

Initial in first column when observed or read for future reference.

Comments

## PLAYGROUND SAFETY

	Proper playground surfacing materials are in good shape; no tripping hazards noted	
	Playground equipment has no sharp edges, protruding screws or bolts	
	No low or broken hanging tree branches; report immediately if found	
	Playground shrubs and bushes are not taller than the children; report if trimming needed	
	No toxic plants; remove if they appear	
	Playground is free of graffiti; report as necessary	
	Neither animal feces nor wild animals are present; report as necessary	
	No trash cans or other containers have sharp edges	

## WATER SAFETY

	No standing water containing mosquitos or bugs; report as necessary	
	Report slippery conditions such as wet, snowy or icy surfaces as soon as possible	
	No wet floors or spills; report immediately for assistance	
	Hot water in classrooms is between 90 and 120 degrees; report if necessary	

## DOORS

	All doors have adjustable closers and should never slam shut; report if broken	
	Cabinet doors are locked and secured	
	Closet and store room doors are locked and secured	
	No exterior doors are propped open	



<b>ELECTRICAL HAZARDS</b>		
	Outlets in classrooms, halls, lunchroom, anywhere ECE students go, have protective covers	
	Electrical cords are safely secured and bundled	
<b>PARKING LOT / TRAFFIC SAFETY</b>		
	Know the traffic flow around the school building and in the school parking lot(s)	
	Are cones and/or caution tape are used to control traffic? Where?	
	There is no child access from playground to parking lot or street; gates are closed	
<b>BIO - HAZARDS</b>		
	Know the location of hazardous materials collection bin	
	Know procedures for the disposal of bodily fluids and/or medical waste	

**Notes:**