

## OUT OF SCHOOL TIME CARE

## STAFF RECORDS 8.16.2.41

[illegible]

Reviewer's Name \_\_\_\_\_

**\*\*New Employee Orientation**

\*\*\*The 24 hours of annual training will be waived for educators if employed by a program currently under FOCUS consultation.

**\*\* Health & Safety Training (H&S) must be done 3 months from date of hire**