

## CENTER – Subsidy Program TRAINING Requirements

“Staff” means administrative, activity, and service personnel including the vendor when the vendor is an individual who works in the center, any persons counted in the staff-to-child ratios, or any persons working without sight and sound supervision of a staff member.

NEW Vendors		
WHEN	WHO	WHAT IS REQUIRED
<b><u>PRIOR</u></b> to approval	<b>Vendor or designee</b>	Proof of legal operation
		<i>Virginia Preservice Training for Child Care Staff</i> course
<b><u>PRIOR</u></b> to being alone with children and <b>within 7 days</b> of employment/vendor approval	<b>ALL staff</b>	Orientation Training ( <u>facility specific</u> information)
<b><u>Within 90 days</u></b> of approval or employment	<b>Staff providing care to children</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
		First Aid and CPR certification*
<b>Annually</b>	<b>Staff providing care to children</b>	16 hours of training & staff development
<b>At all times...</b>	<b>At least <u>one</u> staff on duty</b>	Trained to perform a <i>Daily Health Observation</i> of children

\*During the 90 day period, there must always be at least one staff with current CPR and first aid training present during hours of operation

CURRENT Vendors		
WHEN	WHO	WHAT IS REQUIRED
<b><u>Within 90 days</u></b> of signing a new agreement <small>[NOTE: New agreements were effective 12/31/16; therefore training must be completed by <b>04/01/17</b>]</small>	<b>CURRENT staff providing care to children</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
		First Aid and CPR certification*
<b><u>PRIOR</u></b> to being alone with children and <b>within 7 days</b> of employment	<b><u>NEW</u> staff providing care to children</b>	Orientation Training ( <u>facility specific</u> information)
<b><u>Within 30 days</u></b> of employment	<b><u>NEW</u> staff providing care to children</b>	First Aid and CPR certification*
<b><u>Within 90 days</u></b> of employment	<b><u>NEW</u> staff providing care to children</b>	<i>Virginia Preservice Training for Child Care Staff</i> course
<b>Annually</b>	<b>Staff providing care to children</b>	16 hours of training & staff development
<b>At all times...</b>	<b>At least <u>one</u> staff on duty</b>	Trained to perform a <i>Daily Health Observation</i> of children

\*During the 30 or 90 day period, there must always be at least one staff with current CPR and first aid training present during hours of operation

**NOTE: When a vendor agrees to administer prescription medication, the administration must be performed by a staff member who has satisfactorily completed the Medication Administration Training (MAT) program approved by the Board of Nursing and taught by an approved MAT trainer.**