



Play Centers, Inc. / Play and Learn

"Your First Choice for Quality Child Care and Education"

in Anne Arundel County, Baltimore City,
and Baltimore County



Educational Requirements for Aides

Welcome to Play Centers, Inc./Play and Learn! As licensed childcare providers, we are required to follow Licensing Regulations from the Maryland Department of Education—Office of Child Care (MSDE-OCC). In addition to the initial hiring requirements of a medical, fingerprints, and other forms, OCC has regulations that state educational requirements for aides, teachers, and directors.

Aides have the following educational requirements in order to become and to stay compliant:

- 3 hrs. Basic Health and Safety class taken within 90 days of employment and refreshers taken annually once MSDE creates the refresher class
- 1.5 hrs. COVID in Childcare class taken within 90 days of employment
- First Aid & CPR taken within 60 days of employment and renewed every 2 years
- 3 hrs. Aide Orientation taken within 3 months of hire
- 6 hrs. of continued Professional Development training each subsequent year

Administrative Staff and/or your Director will help you sign up for classes and explain how they are paid for and which of them include reimbursed hours. Basic Health & Safety, COVID, and the Aide Orientation are available online. If you are unable to access them at home, we will help you arrange a time to take them at your center or at the Main Office. First Aid & CPR is only available in person (see separate flier for more information).

If you get within 30 days of your deadlines, and have not completed a requirement, you will be given a written reminder. If a deadline passes and you have still not completed a required training, you will be subject to write-ups, and eventual suspension or termination.

Once you have completed all of your Basic Health & Safety, COVID, Aide Orientation, and First Aid & CPR trainings and turned in your certificates, you will automatically get a \$0.25/hr. raise starting on your next pay period. So, the sooner that you complete the required trainings, the better!

By signing below, you agree that you have read and understand the Educational Requirements for Aides document in its entirety and acknowledge its contents. You agree to follow these guidelines as a condition of your continued employment.

Employee's Printed Name: _____

Employee's Signature: _____

Date: ____ / ____ / _____