

**OMEGA'S DREAM CHILDCARE, LLC  
EMPLOYMENT APPLICATION**

**Today's Date:**

<b>Full Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Date of Birth:</b>	
<b>Home Address:</b>	
<b>Last 4 of SSN:</b>	

**CITIZENSHIP**

- Check if you are a US Citizen.
- Check if you are NOT a US Citizen.
- Check if you have completed an I-9 document.

**Answer the following if you are not a US citizen:**

- Check if you have a VISA to work in the US.

If yes, what kind of VISA classification?

\_\_\_\_\_

VISA registration number: \_\_\_\_\_

VISA expiration date: \_\_\_\_\_

Check if bond or security clearance has ever been denied and/or canceled.

If yes, please explain:

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**POSITION INFORMATION AND AVAILABILITY**

<b>Position Applying for</b>	
<b>Position Type</b>	<input type="checkbox"/> Part-Time  <input type="checkbox"/> Full Time
<b>If PT Days Available</b>	
<b>Schedule Conflicts</b>	

## EDUCATION

Type	Name	Dates Attended	Diploma Certificate or Degree
High School Degree			
Collage Degree			
Master's Degree			
Other			

## PAST EXPERIENCE

- Check if you DO NOT HAVE experience with children.
- Check if you have experience with children.
- Check if you have experience with children with disabilities.

### List Most Recent Job First

<b>Employer Name:</b>	
<b>Address:</b>	
<b>Employer Phone Number:</b>	
<b>Employer Email:</b>	
<b>Dates Employed:</b>	To
<b>Position Title:</b>	
<b>Age of Children:</b>	
<b>Duties:</b>	
<b>Reason for Leaving:</b>	
<b>May We Contact:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Employer Name:</b>	
<b>Address:</b>	

<b>Employer Phone Number:</b>	
<b>Employer Email:</b>	
<b>Dates Employed:</b>	To
<b>Position Title:</b>	
<b>Age of Children:</b>	
<b>Duties:</b>	
<b>Reason for Leaving:</b>	
<b>May We Contact:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any children that need childcare while you are at work:

Yes  No

If Yes, Age(s) of Child/Children:

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If Yes, Name(s) of Child/Children:

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\* Please note while we do offer childcare benefits for our staff, enrollment is not guaranteed.

## BACKGROUND

Do we have your consent to do a background check with the state? Yes  No

If not, please be aware that we will not hire as this is a requirement from the state.

Do you have a criminal background? Yes  No

If yes, Explain:

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Have you ever been shown by creditable evidence, e.g., a court order or jury, a department investigation, or other reliable evidence, to have abused, neglected, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct?  Yes  No

If yes, explain:

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Do you have a valid driver's license?  Yes  No

If yes, provide the license number: \_\_\_\_\_

Can you perform the essential function of the position you are applying for?

Yes  No

If No, explain: \_\_\_\_\_

Have you completed CPR and First-Aid training?  Yes  No

Date of expiration for CPR and First-Aid Training: \_\_\_\_\_

Our state licensing department requires annual childcare training. Are you willing to participate?  Yes  No



## **ACKNOWLEDGEMENT OF EMPLOYMENT APPLICATION**

**I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug-Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_

Date: \_\_\_\_\_



## EMERGENCY CONTACT INFORMATION

### GENERAL EMPLOYEE INFORMATION

<b>Full Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Date of Birth:</b>	
<b>Home Address:</b>	
<b>Last 4 of SSN:</b>	

### EMERGENCY CONTACT INFORMATION

<b>Full Name of Contact:</b>	
<b>Contact Phone Number:</b>	
<b>Relationship:</b>	

<b>Full Name of Contact:</b>	
<b>Contact Phone Number:</b>	
<b>Relationship:</b>	

### ANYTHING ELSE WE SHOULD KNOW

**Personal Health Information:**

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**Personal Medical Information:**

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Other:

**DIRECT DEPOSIT INFORMATION**

**GENERAL EMPLOYEE INFORMATION**

<b>Full Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Job Title/Position:</b>	

**FINANCIAL INFORMATION**

<b>Name of Financial Institution:</b>	
<b>Type of Account:</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<b>Routing Number:</b>	
<b>Account Number:</b>	

**I HEREBY AUTHORIZE \_\_\_\_\_  
AND THE INSTITUTION LISTED ABOVE TO ELECTRONICALLY  
DEPOSIT MY NET PAY TO THE ACCOUNT EACH PAYDAY. I  
UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY THE  
ADMINISTRATION OF ANY CHANGES TO THE ACCOUNT  
DOCUMENTED ON THIS DIRECT DEPOSIT FORM.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## **PROBATION POLICY CONTRACT**

New and rehired employees will be subject to a probationary period for the first 90 calendar days after their date of hire. The introductory and training period is intended to allow new employees to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is used to assess and evaluate the employee's general capabilities, general work habits, and overall performance in our childcare setting.

If, during this probationary period, the administration feels the school's expectations are not being met, at any time, the school may end the employment relationship. During this time, if the employee feels the school is not meeting their expectations for a learning environment, they may end the employment relationship with or without cause or advance notice to the employer.

**I UNDERSTAND AND ACKNOWLEDGE OMEGA'S DREAM  
CHILDCARE, LLC PROBATION POLICY AND WILL FOLLOW THE  
SCHOOL'S POLICIES AND PROCEDURES.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

# ACKNOWLEDGMENT AND CERTIFICATE OF RECEIPT OF THE EMPLOYMENT HANDBOOK

**Today's Date:**

- I, \_\_\_\_\_, an employee at Omega's Dream Childcare, LLC, have received a copy of the Omega's Dream Childcare, LLC Employment Handbook.
- I agree and understand the policies and procedures in this handbook and will comply with the school's rules and regulations.
- I understand that these policies and procedures listed in this handbook are subject to change to reflect the program's needs.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up-to-date handbook.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date**



**ACKNOWLEDGMENT AND CERTIFICATE OF RECEIPT OF THE  
EMERGENCY HANDBOOK**

**Today's Date:**

- I, \_\_\_\_\_, an employee at OMEGA'S DREAM CHILD CARE, LLC have received a copy of the OMEGA'S DREAM CHILD CARE, LLC Emergency Handbook.
  
- I agree and understand the policies and procedures in this handbook and will comply with the school's rules and regulations.
  
- I understand that these policies and procedures listed in this handbook are subject to change to reflect the program's needs.
  
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up-to-date handbook.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date**



## **GUIDANCE AND DISCIPLINE POLICY**

Omega's Dream Childcare, LLC uses praise and positive reinforcement as effective behavior management methods. When children receive positive feedback, they develop problem-solving abilities, self-discipline strategies, and a stronger sense of self-love. Based on this belief, the school uses a positive approach to discipline.

### **WHAT WE DO**

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children. " Give attention to children for positive behavior.
- Praise and encourage the children. " Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.



## WHAT WE DO NOT DO

- Inflict corporal punishment in any manner upon a child, which includes any physical force to the body.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or belittle a child's parents, families, or ethnic groups.

## WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary problem occurs, a conference will be scheduled with the teachers of the classroom and the student's parents. Observations, accident reports, and other important documentation relating to the events will be presented and used as evidence.

**ACKNOWLEDGMENT AND CERTIFICATE OF GUIDANCE  
AND DISCIPLINARY POLICY**

**Today's Date:**

- I, \_\_\_\_\_, an employee at Omega's Dream Childcare, LLC have received a copy of the Omega's Dream Childcare, LLC Guidance and Disciplinary Policy.
  
- I agree to comply with the policies and procedures listed in the Guidance and Disciplinary Policy.
  
- I understand that these policies and procedures listed in the Guidance and Disciplinary Policy are subject to change to reflect the program's needs.
  
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up-to-date Guidance and Disciplinary Policy.
  
- 

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date**



## **OUTDOOR RULES AND REGULATIONS**

OMEGA'S DREAM CHILD CARE, LLC uses the **OUTDOOR PLAY IN THE FRONT OF THE BUILDING** for their daily outdoor adventures. Below are the policies and procedures all staff must follow to ensure the safety of children outside.

### **General Outdoor Safety Tips for Childcare:**

- Never leave children alone outside.
- Teach children not to play near the street.
- Explain that children must ask for help if toys roll into the street or driveway.
- Check the outdoor play area routinely. Remove trash, sharp branches, tools, lawn equipment, and animal feces.

### **Safe Set-up of the Outdoor Environment**

- Be sure all outdoor play areas are fenced, especially near a street, parking lot, pond, well, or railroad track.
- Surround electrical appliances in the play area, such as air conditioners, with fences so children cannot reach them.
- Remove gas grills from outdoor play areas.
- Keep gates closed and install childproof latches.
- Lock storage sheds, barns, and garages.

### **Safety with Tricycles and Other Riding Toys**

- Require children to use helmets when using tricycles, bicycles, skateboards, roller skates, and ride-on toys.

- Reduce choking risks by having children remove helmets when playing on playground equipment.
- Use safety straps to secure children in strollers.
- Do not put children who cannot sit up well in wagons with low sides.

## **Playground Safety**

Ensuring that the playground area is safe requires careful planning and monitoring. Remember that infants and toddlers (ages 0 – 2), preschool-age children (ages 3 – 5), and school-age children (ages 5 – 12) have different developmental needs and abilities and may need developmentally different. Different age groups may require different playground equipment in areas separated by fences to ensure that playgrounds are safe and fun for everyone. Here are some guidelines to assess playground safety.

- Regularly inspect surface and playground equipment for broken, worn, or missing parts. Remove, repair, or replace items immediately.
- Cover sandboxes when not in use so animals won't use them as litter boxes.
- Provide some shade in the play space, either from natural sources like trees or from a tent, awning, or other shelter.
- Place metal playground equipment, such as platforms and slides, in the shade to prevent burns. A slide that faces north will receive the least direct sunlight.
- Place equipment that has moving parts, such as swings, outside of the play area.
- Teach children to stay away from the front and back of the swing area.
- Keep outdoor play equipment at least 6 feet from pavement, fences, trees, buildings, walkways, and other play equipment.
- Provide guardrails or barriers for platforms or ramps over 30 inches high.

- Cover all protruding bolts or screws with plastic safety caps.
- Close S-hooks completely on swings.
- Never attach any ropes or cords to play equipment.
- Safely anchor to the ground permanent outdoor equipment such as swing sets or climbers.

**Employees may never turn their backs or leave children unattended.  
Employees must circle the play area at all times to ensure all children are in  
view and safe.**

**An accurate count of children must occur every 10 minutes to ensure all  
children are present.**

**ACKNOWLEDGMENT AND CERTIFICATE OF RECEIPT OF THE  
OUTDOOR RULES AND REGULATIONS**

**Today's Date:**

- I, \_\_\_\_\_, an employee at Omega's Dream Childcare, LLC have received a copy of the Omega's Dream Childcare, LLC Outdoor Rules and Regulations.
  
- I agree to comply with the policies and procedures in the Outdoor Rules and Regulations.
  
- I understand that these policies and procedures listed in the Outdoor Rules and Regulations are subject to change to reflect the program's needs.
  
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up-to-date Outdoor Rules and Regulations.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Administration Signature**

\_\_\_\_\_  
**Date**





# EMPLOYEE APPLICATION AND FILE CHECKLIST

## PAPERWORK

<input type="checkbox"/>	Employee's Medical Exp: <input type="text"/>
•	T-DAP Exp: <input type="text"/>
•	TB Test Exp: <input type="text"/>
•	2 MMR Vaccinations Documented
<input type="checkbox"/>	Employment Application
<input type="checkbox"/>	Transcripts from College or High School Diploma
<input type="checkbox"/>	3 Letters of Recommendation
<input type="checkbox"/>	Mandated Reporter Status
<input type="checkbox"/>	Mandated Training Certificate
<input type="checkbox"/>	SIDS Exp: <input type="text"/>
<input type="checkbox"/>	Shaken Baby Exp: <input type="text"/>
<input type="checkbox"/>	State's Universal Precautions
<input type="checkbox"/>	Employee Health Policy and Agreement, including Vomit and Diarrhea Cleaning Procedure
<input type="checkbox"/>	The Licensing Standards Acknowledgment
<input type="checkbox"/>	Guidance and Discipline Policy
<input type="checkbox"/>	Outdoor Play Rules and Regulations
<input type="checkbox"/>	Food Handler Certificate Exp: <input type="text"/>
<input type="checkbox"/>	CPR/First Aid Exp: <input type="text"/>

<input type="checkbox"/> Receipt of Staff Handbook
<input type="checkbox"/> Receipt of Emergency Management Handbook
<input type="checkbox"/> Probation Policy Contract
<input type="checkbox"/> Continuing Education and Professional Development Certificates
<input type="checkbox"/> I-9 with Identification
<input type="checkbox"/> Background Check Clearance
<input type="checkbox"/> State Tax Documents needed for Federal and State
<input type="checkbox"/> Direct Deposit Information