 **Bite-Sized Daycare**

Dear Prospective Employee,

Thank you for your interest in employment at Bite-Sized Daycare. I would like to review our hiring process and items that are required of you as a prospective candidate prior to an offer being made and prior to your first day of employment.

**After Your Interview**

In order to work in childcare in the State of Virginia, you are required to complete a **Criminal Background Check** through the **Office of Field Print Investigations** for fingerprints.

* Visit [www.FieldprintVirginia.com](file:///C%3A%5CUsers%5Crflank%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Cwww.FieldprintVirginia.com)
* Click on “Schedule an Appointment” – Enter your personal email address, create a password and enter a security question.
* Enter the FieldPrint Code and Facility ID listed below:
	+ **FieldPrint Code:**
	+ **Facility ID:**
* Enter your demographic information, which is required by the FBI and schedule an appointment at the location of your choosing.
* Once the determination letter is received, we will verify your eligibility to work for LLE Education Group and notify you. Results can take anywhere from 48 hours to one week to receive.

**Once an Offer Has Been Made - Complete the Following - Prior to Day One of Employment**

* 1. **Virginia Preservice Training for Child Care Staff**
* Visit [www.childcareva.com](file:///C%3A%5CUsers%5Crflank%5CAppData%5CRoaming%5CMicrosoft%5CWord%5Cwww.childcareva.com)
* Click on Training & Professional Development (under the Provider tab)
* Click on Start Training for the Virginia Preservice Training for Child Care Staff. This is a 10-hour free training. If you have previously completed this training, please make sure your annual 3-hour training is complete for the current year.
* Create a username and password.
* Upon completion, **print your certificate** and bring it with you on your first day of work.
* You may not report to work on your first day without this certificate.
	1. **TB Test/Screening**
* All childcare employees in the State of Virginia are required to obtain a TB test from either your primary care physician, an urgent care clinic or the local health department.
* TB test results must be within 30 days prior to your first day of employment.

**First Aid and CPR Training**

All childcare employees in the State of Virginia are required to obtain First Aid and CPR certification with the first 90 days of employment. Our company goal is to have all employees complete this certification with their first 30 days.

* The course is done in two parts; an online portion and a hands-on piece that will be completed at a company training location.
* Complete the Online Portion prior to your first day of employment:
* Visit [http://redcrosslearning.com/course/301040f0-c611-11e6-981d-bb8e5751112f](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fredcrosslearning.com%2Fcourse%2F301040f0-c611-11e6-981d-bb8e5751112f&data=05%7C01%7Cdir.dalecity%40minnieland.com%7C5ac356ed1d834d58435908da87791b79%7C6a945456cb444601a20245a2eb129381%7C1%7C0%7C637971251460316810%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=x5eoVYMezh3xI9IhxwqzcpJ3cZfjEt%2BXSxch7Ie11pU%3D&reserved=0)
	+ Upon completion of the course, **print your certificate** and bring it with you on your first day.
	+ You may not report to work on your first day without this certificate.
	+ Your manager will schedule the hands-on portion of the training at a company location.

All of these items are required of licensed childcare facilities and we are happy to assist you in any way to facilitate the needed items. If you have any other questions or need assistance with any of the above items, please contact the school at (757) 717-3983 or bitesizeddaycare4u@gmail.com and ask for Ms. Kindra Mason.

We are very excited for you to join the Bite-Sized Daycare!