



**Mission:** to provide high quality, affordable childcare, while fostering positive community relationships.

**Vision:** a community enriched with empowered parents and quality childcare.

## Children's Discovery Academy

6525 N Jerome Rd

Alma, MI 48801

(989) 968- 4068

<https://childrensdiscoveryacademy.org>

### Hiring Process

Dear Prospective Candidate,

We are excited to meet and get to know you as a prospective member of our teaching team. Below is the process for interviewing and hiring a new Team Member:

#### Receive the application:

- Cover letter
- Resume
- Application for Employment
- 1-3 Professional letters of recommendation

#### Interview:

- Interview
  - Meet in person for 30 minutes to an hour
- Prepare for hiring
  - A TB (Tuberculosis) test is required. At a health clinic, doctors' office, walk-in, or health department, request a TB test; results must be read as close to 72 hours after the injection
    - If you have had one within the last 12 months of your hire date, that is acceptable
  - Comprehensive Background Check
    - Complete and submit the 5-page Michigan Child Care Background Check and Disclosure
      - We submit the information from this form to the company and email you a 1-page PDF instruction page
      - Schedule an appointment to complete your fingerprinting at a site and time of your convenience; you must pay the full \$65.25 for the background check by card or check
        - Submit your receipt or a copy of it for reimbursement of 50% at 90 days of continuous employment

#### Hiring:

- Once you have completed your fingerprinting, we can schedule a 1-hour (paid) hiring appointment; this is where you will need to bring your ID and social security card, complete all necessary paperwork, and complete your Orientation About Pay.
- Within your first month of employment, you will need to complete a 5–8-hour (paid) Orientation to CDA training conducted by the Director
- Your classroom Team Lead Teacher will complete a 1-hour (paid) Classroom Orientation training
- You need to create an account at MiRegistry.org and complete:
  - Health & Safety for Licensed Child Care Providers, Modules A, B, and C (2, 3, and 2 hours respectively, free, not paid)
  - Health and Safety Refresher for the current year (2-3 hours, free, not paid)
  - Infant Safe Sleep (1 hour, free, not paid)
  - These need to be completed as soon as possible

Educationally Yours,  
Samantha Mitchell  
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