The following schedule of work experience is intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to become fully competent in all work processes which are a part of the profession.

**A. ORIENTATION AND SAFETY TRAINING (50 HOURS)**
1. Procedures to ensure safety of the children
2. Physical plant and equipment including fire hazards and emergency equipment operation including evacuation procedures
3. Plumbing, sanitation and electrical equipment
4. Catastrophic measures and warning systems
5. Toys and equipment inspection and reporting procedures

**B. HEALTH AND FIRST AID (500 HOURS)**
1. Basic Red Cross first aid program instructions
2. Identification and proper procedures for minor injuries, abrasions, cuts, bruises, falls, etc. and reporting procedures
3. Handicapped or incapacitated persons transportation and handling
4. Medical and hospital facilities, emergency policies and liability
5. Recognition, monitoring and reporting symptoms of:
   i. Communicable diseases
   ii. Conditions (abnormal) and maladies
   iii. Physical ailments
6. Observation and identification of children with special needs
   i. Description and observation of special needs
   ii. Appropriate techniques for working with special needs
   iii. Reporting, referral and recording procedures
7. Policies and liability for procedures regarding treatment and/or medication

**C. ADMINISTRATION PROCEDURES AND POLICIES (50 HOURS)**
1. Relationship of day care center to:
   i. Sponsoring agency
   ii. Federal, state and local regulations
   iii. Other related community service agencies
2. Liability - personal and organizational
3. Worker accountability and responsibility
4. Budgeting sources and program expenditure record keeping
5. Personnel policies and benefits
6. Administrative records and forms completion
D. CHILD NUTRITION AND HYGIENE (1000 HOURS)
   1. Recognition, reporting and recording of symptoms of malnutrition, child
      neglect and abuse
   2. Observation and assistance with feeding the handicapped
   3. Table manners and personal hygiene instruction to children
   4. Appropriate nutritional requirements for different age groups
      i. State standards
      ii. U.S. Department of Agriculture standards for sanitation,
          cleanliness instruction and procedures

E. CHILD DEVELOPMENT OBSERVATION AND TRAINING (1000 HOURS)
   1. Grouping of children
      i. Age group classification
      ii. Activity ability grouping
      iii. Leader/child ratio
   2. Experience with developmental levels through instruction, observation
      and performance recording techniques
      i. Physical development
      ii. Social and emotional development
      iii. Mental development
      iv. Peer group relationships
      v. Authority relationships
      vi. Behavior patterns

F. CHILD SUPERVISION (500 HOURS)
   1. Learning process techniques
      i. Teacher directed activities
      ii. Free play (supervised)
   2. Discipline and guidance techniques

G. ACTIVITY SUPERVISION AND DIRECTION (450 HOURS)
   1. Group activity supervision
      i. Smaller groups
      ii. Entire group
   2. Individual activity supervision
   3. Child creativity recognition and activity supervision
   4. Use of physical space in relation to appropriate activity supervision

H. CONSULTATION TECHNIQUES (450 HOURS)
   1. Staff consultation
      i. Oral presentation
      ii. Listening techniques
      iii. Written report presentation
      iv. Data collection, recording and presentation
2. Parent consultation
   i. Observation
   ii. Data collection
   iii. Listening techniques
   iv. Behavior description and interpretation

I. RELATED INSTRUCTION: Connecticut Charts-A-Course

TOTAL - 4,000 Hours

WAGE SCHEDULE

  0 - 1000  Hours ______________
  1001 - 2000 Hours ______________
  2001 - 3000 Hours ______________
  3001 - 4000 Hours ______________
  Journeyperson Rate ______________