



ARIZONA CHILD CARE ASSOCIATION

February 2013

Dear Early Care and Education Provider,

I am pleased to provide you with the revised ACCA Employee Orientation manual. So much has changed in our field since the original 2006 version. This manual has been improved, expanded, and updated with current information and new resources.

The manual was developed to provide standard, accurate, and up-to date information in flexible format to meet the immediate and ongoing needs for employee orientation in private child care centers. The information contained in the manual is consistent with State licensing requirements, based on established concepts and guidelines, and includes recognized best practices. The manual was designed to:

1. Meet the initial State licensing requirements for orientation of new employees within the first 10 days of employment.
2. Provide a complete and comprehensive orientation, beyond the minimum requirements, for all persons who work with children in child care centers.
3. Provide Directors and instructors with a flexible tool that can be customized and expanded upon to provide ongoing professional development.
4. Allow for regular updates to ensure the materials are current, accurate and accessible. The manual is available on line at www.azcca.org.

It is the goal of ACCA, made possible by the financial support of the Virginia G. Piper Charitable Trust, to ultimately improve the quality of care for children by providing employees with essential skills and knowledge to apply every day in child care centers.

ACCA is very interested in feedback. Please send your comments or questions about the Employee Orientation to bruce@azcca.org. Thank you for your commitment to children and your ongoing involvement with the Arizona Child Care Association.

Sincerely,

A handwritten signature in black ink that reads "Bruce Liggett". The signature is written in a cursive, flowing style.

Bruce Liggett
Executive Director