

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



## MEMORANDUM

TO: Mr. Ryan Dufrain  
Assistant Superintendent,  
Human Resources Services

FROM: \_\_\_\_\_  
First Name MI Last Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Name of School

RE: Training for Child Care Programs (Group Leader I)

I understand that I must enroll in the required training for child care programs within 90 days of my appointment as a Group Leader I – Brevard After School (BAS) and that I must complete the DCF course Achieving and Maintaining Quality in After School Programs (12-hours online) and the BAS: Level 1 (24-hours online) training courses within one (1) year of my appointment date.

In addition, I understand that I must complete American Red Cross or American Heart Association First Aid/CPR/AED training within 90 days of my appointment date. On-line training for First Aid/CPR/AED certification will not be accepted.

I also understand that my failure to begin the training and/or complete the training within the prescribed time limits will result in my termination as a Group Leader I – Brevard After School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REV 06/2023

Human Resources Services

Phone: (321) 633-1000, ext. 11200 • FAX: (321) 633-3525



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