EDUGETHER
EDUCATING TOGETHER

Employee Name: _____

Phone: _____

Starting Date: _____

BEFORE THE FIRST DAY:

A) <u>Filling Forms:</u>
- Employment Application

B) <u>Bring from home:</u>
- ID with pictures from Washington
- Social Security

C) <u>Applying Online:</u>
- Open account in Merit (dcyf.wa.gov/MERIT) (Email: _____)
- Apply for STARS ID # _____
- Portable Background Check (*every 3 years*)
- Open account in dcyftraining.com (Email: _____)

D) <u>Laboratory:</u>
- TB Test (*only once if it was negative*)
- MMR Vaccination (*only once*)
- COVID Vaccination (*three doses*)
- Negative Covid Test (*72 hours before the first day of work*)

E) <u>Required Trainings Paid by Yourself</u>
- Food Worker Card (foodworkercard.wa.gov) *(every 2 years)*
- CPR (Infant, Children & Adults) *(every 2 years)*
- First Aid *(every 2 years)*
- HIV *(only once)*
- Bloodborne Pathogens *(only once)*

F) <u>Required Free Trainings on dcyftraining.com</u>
- Safe Sleep Training *(every year)*
- Mandated Reporter: Child Abuse and Neglect Training *(only once)*
- Families Experiencing Homelessness training *(only once)*

- Emergency and Disaster Preparedness training *(only once)*
- Medication management training *(only once)*
- Abusive Head Trauma training *(only once)*
- Immunizations *(only once)*
- Free Cavity *(only once)*

G) <u>Required Trainings on Watcom:</u>

- Trauma-Compassion-Resiliency training *(only once)*
- Child Restraint training *(only once)*

<u>THE FIRST DAY</u>

A) <u>Filling Forms:</u>

- Emergency Contact Card

- W-4

B) <u>Signing of Receiving:</u>

- Salary letter
- Job Description
- Agreement of Privacy and Confidentiality of information
- Staff termination & expulsion policy
- Emergency Preparedness training & Emergency Response Plans
- Fire Disaster and Abuse Procedures A wareness
- Training of implementing the individual care plan
- Accident Prevention Policies
- Dress Code
- Fire Disaster and Abuse Training
- Staff Handbook Received Form
- Staff Orientation Check list

<u>AFTER THE FIRST DAY:</u>

A) <u>Trainings after starting job (First 3 monthes)</u>
- Child Care Basics 30 hrs. *(during approval period, first 3 months)*
- Cleaning & Sanitation procedures
- Changing diaper Procedures
- Routines and Transitions
- Importance of singing in the classroom
- ASQ-3 and ASQ:SE Training
- Creative Curriculum Check Point Training
- Potty Training Procedures

B) <u>Trainings after starting job (First 12 months)</u>
- ECE 12 Credits (*during the first 12 months of working*)