



EEU All-Staff Onboarding Requirements

ALL STAFF (salaried, hourly & volunteer) please complete this checklist, then see below.

Complete

- ☐ 1. Emergency Contact Google Form to be completed annually.
- ☐ 2. Fingerprints in the office (current employees will be prompted when needed every 2 years)
- ☐ 3. Bloodborne Pathogens online training
Staff with UW email
Staff without UW email, contact school office

Read and Sign Annually

- A. DSHS Confidentiality Agreement ☐
- B. Classroom Handbook ☐
- C. Building Handbook ☐
- D. Emergency Procedures ☐

I have read and understood the EEU's classroom and building handbooks. I have also read through our emergency procedures and know where to find all of these documents should I need to reference them.

NAME _____ DATE _____

Volunteers, you are done -- Paid staff, please FLIP OVER



Onboarding Checklist (cont)

Find your program/role and check off the onboarding requirements specific to that program. If you work across more than one program, you need to complete the requirements of both.

Early Support Program

- ☐ 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- ☐ 2. Head Teachers submit **updated** license/certificate
- ☐ 3. Adult and Pediatric CPR/1st Aid Certification - Full-Time Staff Only
- ☐ 4. Food Handler's Permit - Full-Time Staff Only
- ☐ 5. DSHS Mandatory Reporting
- ☐ 6. DSHS Policies -- Read and Sign
- ☐ 7. DSHS Background Check - Every 3 Years
- ☐ 8. Insurance-based Service Guide -- Read and Sign
- ☐ 9. ES Confidentiality & Security Agreement
- ☐ 10. HIPPA Training Certificate
- ☐ 11. TB Test Upon Hire

Preschool & CFS

- ☐ 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- ☐ 2. Head Teachers submit **updated** license/certificate
- ☐ 3. Head Teachers and Merit Assistants Complete training on child developmental domains and developmental milestones
- ☐ 4. Adult and Pediatric CPR/1st Aid Certification - Full-Time Staff Only (within 90 days of hire)
- ☐ 5. Food Handler's Permit - Full-Time Staff Only
- ☐ 6. TB Test Upon Hire

Kindergarten

- ☐ 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- ☐ 2. Head Teachers submit **updated** license/certificate
- ☐ 3. Adult and Pediatric CPR/1st Aid Certification - Full-Time Staff Only
- ☐ 4. Food Handler's Permit - Full-Time Staff Only

Related Services

- ☐ 1. Background check through UW's Office of Youth Protection (you will be contacted when this is due)
- ☐ 2. Submit **updated** license/certificate
- ☐ 3. Adult and Pediatric CPR/1st Aid Certification
- ☐ 4. Food Handler's Permit

When completed, please email program assistant at the front desk.