

New Staff Checklist

Kinder Prep Learning Center
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KINDER PREP



LEARNING CENTER

New staff Checklist

- Complete and receive a “passed” Enhanced Background Check
- Successfully complete and receive a certification in Pediatric CPR and First Aid Course.
- Register a Rise Idaho Stars account.
- Complete New Staff Packet.

** See instructions below on how to complete each item:

- 1) **ENHANCED BACKGROUND CHECK:** follow the link <https://chu.dhw.idaho.gov/> and click on NEW APPLICANT (Create a new account). Follow the instructions until your application is complete.

Our AGENCY ID # is 11180

Please schedule your background check (write down date and time)

Print your application and have it notarized at your bank PRIOR to your appointment date and time

- 2) **PEDIATRIC CPR and FIRST AID COURSE:** [CPR - Spokane Coeur d Alene Official AHA Training Site](#) [BLS ACLS AED Provider card](#) [Safesitter First Aid certification instructor training course class 17](#) [BLSA \(cprecentral.com\)](#) follow the (see attached schedule for dates and times) requires a 3 hour online course/1 hour in person sign off
- 3) **RISE IDAHO STARS TRAINING ACCOUNT:** go to rise.idahostars.org and click LOGIN and CREAT NEW ACCOUNT. Please save your username and password to keep in your employee file. Miss Erika will log in and upload your documents as they are completed.
 - i. USERNAME: _____
 - ii. PASSWORD: _____
- 4) **NEW STAFF PACKET:** Complete all documents in the new staff packet, this will help us get your profile set up in our PROCARE system and will help us create your MEET THE TEACHER poster for our entryway for parents to see!

Welcome to the Kinder Prep family! We are excited for you to be here!

Erika Starkey, Owner/Director
Kinder Prep Learning Center