



BRIGHTONVIEW MONTESSORI

New Employee Documentation & Procedures

Welcome to Brightonview Montessori!

We are happy to have you join our team! It is important to read through this document and to complete all steps to ensure a smooth start. All items on this list must be completed PRIOR to your first day. On the second page you can find links and "how to" which will guide you along the process.



REQUIRED EMPLOYMENT DOCUMENTATION

As an employee of Brightonview you must provide the following documents:

- Copy of Resume
- Photo ID (State Drivers License)
- Passport
- Social Security Card

PROCESS:

Upload Copies to the Employee Portal. <https://www.brightonview.net/employee-portal>



GUSTO PAYROLL SYSTEM

Brightonview uses Gusto for all payroll-related activities. To join Brightonview you must create an account by accepting the invitation and complete all necessary employment documents.

Sign in and complete the following forms under your Gusto Profile:

- Accept job offer
- Review and Sign Employment Contract
- W4 - Income Tax Withholding Form
- I9 - Employment Eligibility Verification
- Direct Deposit Form
- [Benefits Enrollment](#) - After 90 days of employment you can enroll in health benefits or waive them through Gusto

PROCESS:

Create a Gusto Account. The Finance Office will send an email from Gusto. Complete the setup by creating an account



REQUIRED LICENSING DOCUMENTATION

In addition to the employment documentation above, employees must complete the following employment pre-requirements to work in a licensed child care facility. All of these items are entered into and tracked by the state in a system called MERIT.

- Create a Merit Account. Use your email address to create the account.
 - Merit Account Login: _____, Merit Account Password: _____
 - STARS ID: _____(write your Stars ID here): _____
- Link to our facility: **Provider Id:** 903282
- Order Background Check: Submit a background application in your MERIT profile. You will get an email immediately to schedule your in person fingerprint appointment with IDENTOGO. Attend an appointment within 48 hours.
- Submit Education Application: Submit the education application on merit and attach all educational diplomas and or transcripts on the final page to submit for review.
 - High School Diploma (minimum required if you do not have any other education that you are submitting)
 - Academic Degree (highest awarded) or Montessori/Teacher Credential MCTE
- Order a TB Skin Test: Make a 2 day skin test appointment and get results
 - Enter into Merit
 - Provide Office Hard Copy of the Results
- FOOD HANDLERS CARD: Take Online Class

Employee Paperwork

- Enter into Merit
- Provide Office Hard Copy of the Card
- CPR & First Aid - Take in person hands-on class for infants and adults (Recommend Y-CPR Academy)
 - Enter into Merit
 - Provide Office Hard Copy of the Card
- Bloodborne Pathogen Certification: (Typically part of CPR Class)
 - Enter into Merit
 - Provide Office Hard Copy of the Card
- Signature Page: Handbook, Abuse/Neglect Guide, Disaster/Emergency Procedures
- Orientation Confirmation - Signature Page

PROCESS: Hard Copies must be uploaded to the Employee Portal AND you must self-enter into your employee file in MERIT.

CONTINUING EDUCATION



All Employees must have the Child Care Basics class completed and safe sleep class.

- Child Care Basics Certificate of Completion or exemption letter (one-time-class)
- Safe Sleep Training - (required annually)

PROCESS: Enroll in the CCB and Safe Sleep Class online and complete them. See below where to take it.



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New Employee Step-by-step Guide

RECORD KEEPING



Be sure to write down your login information for the following sites:

Merit Account Information

Stars ID:

Merit User Name:

Merit Password:

DCYF Training

User Name:

Password:



HOW TO CREATE AND UPDATE YOUR MERIT ACCOUNT

STEP 1: Create a MERIT account: [Merit.dcyf.wa.gov](https://merit.dcyf.wa.gov)

STEP 2: Add Employment: This links you to our facility.

Once the account is created, go to My Record ----> Select Professional Information and fill in the relevant information that applies to professional skills

Under the box labeled "Early Care & Education/School-Age Employment Information" There is a button labeled "Click here to add employment" click it.

Select "**Licensed Child Care Center**" then select your title: Lead Teacher, Assistant or Support

- Look up Brightonview Montessori with the correct Provider/ Organization ID 903282 then select **GO** to search the same and select it.

Brightonview Montessori

DBA as Redmond Ridge East Montessori

22310 NE Marketplace Drive Redmond, WA 98053

(425) 279-5009

Provider Id: 903282

STEP 3: Order Portable Background Check

- Under "My Applications" will be links to required applications: "Portable Background Check"
- Once submitted you will get an email, select an in-person appointment immediately (but no longer than 10 days) Use the zip code: 98053 to find the closest Identigo location. HINT: Your name must be exactly accurate to your ID or Passport. If you have two last names put in both, if you have a middle name, be sure to include it.

STEP 4: Submit Education Application: Submit the education application on merit and attach all educational diplomas and or transcripts on the final page to submit for review.

- High School Diploma (minimum required if you do not have any other education that you are submitting)
- Academic Degree (highest awarded) or Montessori/Teacher Credential MCTE
- ECE Certificates or degrees (enter in and submit everything you have)

Create a MERIT Account & Apply for STARS ID



1. Visit MERIT at merit.dcyf.wa.gov
2. Click on 'Sign In or Register'
3. Fill out the required fields and create a password
4. Activate your account by clicking on the email sent to you.
Check your spam folder if you don't see it in your inbox.
5. Return to 'Sign In' page
6. Sign in. Your username is your email address
7. Once signed in, go to the 'My Applications' tab
8. Click on the application 'STARS ID Number'
9. Follow the steps to apply for your STARS ID

STEP 5: Enter in all completed Health and Safety Requirements: Submit the education application on merit and attach all educational diplomas and or transcripts on the final page to submit for review.

- TB Test
- Food Handlers
- CPR & First Aid
- Bloodborne Pathogens

STEP 6: Child Care Basics and Safe Sleep: When you take these classes you will provide your stars ID. This is how they link it to your Merit profile. It is linked within 30 days of completion.

- Child Care Basics - Print Certificate and provide it to the office
- Safe Sleep - Print your Certificate and provide it to the office



HOW TO TAKE THE REQUIRED HEALTH AND SAFETY CLASSES

CCB Child Care Basics Training (WAC: 110-300-0106 section (3))

- #1 Option \$85 - [Safeguard classes online](#) (includes BBP)
- #2 Option \$130 - www.CDAStars.com
- Frequency: Does not expire
- Class can be reimbursed through MERIT Profile

Prevention of exposure to blood and body fluids training (WAC: 110-300-0106 section (10))

- #1 Option: Included in Safeguard CCB class above for \$85
- #2 Take course CDASTARS.com Course is \$15
- #3 If you take CPR with the below listed Y-CPR Academy in Redmond, it includes your BBP card
- Class can be reimbursed through MERIT Profile
- Frequency: Does not expire

First Aid and CPR (WAC: 110-300-0106 section (11))

- Must be done in person or have a hands on component
- Instructor certification by American Red Cross, American Heart Association, American safety and health institute or other nationally recognized certification program
- Taken at least 60 days before expiration
- Local Company that we use: <https://ycpracademy.com/>

Food Handlers Card (WAC: 110-300-0106 section (12))

- <https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-worker-cards/food-worker-card>
- Actual Site to take it: <https://www.foodworkercard.wa.gov/>
- \$10 Fee

TB Skin Test (WAC: 110-300-0106 section (12))

- Find a location here: kingcounty.gov/tb/testing Or through your doctors office
- Go in and do the test and enter results in merit and provide copy to the office

Safe Sleep Training (WAC: 110-300-0106 section (8)) - MUST BE RENEWED ANNUALLY

- Free Class: <https://dcyftraining.com/>
- When you create your account use your stars ID so it links to your acct
- Print Certificate once the class is completed

Reimbursement: Please note that you can be 100% reimbursed for “training” per year for \$250 in training through MERIT for educational courses. Be sure to save receipts and submit through your MERIT profile. How to file reimbursement:

<https://www.dcyf.wa.gov/services/earlylearning-profdev/merit>



New Employee Step-by-step Guide

Ongoing Training

- **Safe Sleep Training (WAC: 110-300-0106 section (8)) - DONE ANNUALLY** and due before employment.
- Recognizing and reporting suspected child abuse, neglect and exploitation training and must include mandated reporting (WAC: 110-300-0106 section (4))
- Emergency preparedness training (WAC: 110-300-0106 section (5))
- Prevention and Identification of Shaken Baby Syndrome/abusive head trauma (WAC: 110-300-0106 sect. (6))

Annual Training Requirement STARS CLASSES

Who: All employees

Frequency: Annually 10 hours training - we will enroll you in the classes each year.

Here is a suggestion for classes.

<https://www.starsmeritclasses.com>

All classes are reimbursable through Merit.