**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Review- initial in right-hand column upon review of the following**  | **Staff Initial** |
| NMCAA Mission Statement/Head Start Vision Statement/NMCAA Program Philosophy |  |
| NMCAA Cornerstones of Culture |  |
| Mandated Reporters’ Resource Guide, 3200, and watch video [www.youtube.com/watch?v=qFrtr6ybHH8](http://www.youtube.com/watch?v=qFrtr6ybHH8) |  |
| Volunteer Screening and Supervision Policy- (should be posted in classroom) |  |
| NMCAA Head Start/GSRP Guidance Policy |  |
| Center Celebration Policy |  |
| Social Media Guidance |  |
| Complete the self-paced Active Supervision New Staff Training PowerPoint at [www.nmcaacc.com/active-supervision.html](http://www.nmcaacc.com/active-supervision.html). Complete the survey at the end of the training to receive credit in MiRegistry.  |  |
| Pedestrian Safety  |  |
| Review and initial all safety postings and procedures  |  |
| What is In-Kind? |  |
| Illness/Incident Report  |  |
|  |  |
| **Review and Submit** |  |
| Personnel Information & Credentials form |  |
| Copies of Certificates, Transcripts & Endorsements for new staff |  |
| Staff and Volunteer Mandated Reporting Policy |  |
| Confidentiality Statement |  |
| NMCAA Child Development Programs Code of Conduct |  |
| Collaborative Center Whistleblower Policy |  |
| Copy of Michigan Child Care Background Checks letter of eligibility (fingerprinting) for new staff and when eligibility is renewed |  |
| NMCAA e-mail Encryption Notice |  |
| Collaborative Center Incident Reporting |  |
|  |  |
| **Keep on File at Center- record date completed in right-hand column** | **Date complete** |
| TB Test |  |
| CPR & 1st Aid Certifications |  |
| Blood Borne Pathogen Training Certificate |  |
| Michigan Virtual Health & Safety for CC Providers Module A (or MiRegistry Health & Safety Course 1)  |  |
| Michigan Virtual Health & Safety for CC Providers Module B (or MiRegistry Health & Safety Course 2) |  |
| Michigan Virtual Health & Safety for CC Providers Module C (Not needed if completed Course 1 &2 ) |  |
| MiRegistry Health and Safety Refresher Course 2023 |  |

The above forms, policies, procedures and program requirements have been reviewed with me.

**Collaborative Center Staff Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I reviewed all of the policies and procedures listed above with this employee.

**Collaborative Center Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_