  **Staff and Volunteer Required Paperwork**

**REFER TO THE STAFF SCEENING POLICY & THE VOLUNTEER SCREENING AND SUPERVISION POLICY**

**REQUIRED PAPERWORK**

**LICENSEE DESIGNEE**

**SUPERVISED VOLUNTEERS**

**UNSUPERVISED**

**ISD & MH CONSULTANTS**

**CLASSROOM STAFF**

**(LT, AT, Aide, Subs, Ed. Coach, SS, FES, R&H)**

**CCBC & Eligibility Letter**

VOLUNTEERS

STAFF

(see below)

**Child Information Record**

**CCBC & Eligibility Letter**

**STAFF APOT**

**PSOR**

**PSOR**

**PSOR**

**STAFF APOT**

**TB**

**(as applicable)**

**VOLUNTEERAPOT**

**STAFF & VOLUNTEER MANDATED REPORTER FORM**

**VOLUNTEERAPOT**

**Medical Clearance & TB**

**HS Only: Proof of Covid Vaccination or Exemption**

**TB**

**(as applicable)**

**TB**

**(as applicable)**

**Push-In Services – HS ONLY: Proof of Covid Vaccination or Exemption**

**CPR & FIRST AID**

**HS Only: Proof of Covid Vaccination or Exemption**

**HS Only: Proof of Covid Vaccination or Exemption**

**PD/TRAINING RECORD**

**HS Only: Proof of Covid Vaccination or Exemption**

Please refer to the back side of this document for further instructions and guidance.

**CLASSROOM STAFF:** Lead Teachers, Assistant Teachers, Classroom Aides, Substitutes, Education Coaches, Site Supervisors, Family Engagement Specialists, and Recruitment/Health Specialists. May be left alone with children if the following requirements are met.

* **ALL** documentation must be kept in the employee’s center file on-site until 4 years after employment has ended.
	+ CCBC and eligibility determination letter documentation is also kept on ChildPlus. This must be renewed every five years.
		- ChildPlus: Management – Personnel – Search for lead teacher’s name – Attachments
	+ Staff APOT must be completed on a yearly basis.
	+ Medical and TB clearances must be renewed every five years.
	+ CPR and First Aid must be renewed before expiration.
	+ Staff must be able to access their MiRegistry Learning Record. The Michigan Child Care and Education Professional Development Record (BCAL-4591) must be updated as needed.
	+ Head Start staff must provide proof of vaccination or exemption.
	+ Coaches, Site Supervisors, Family Engagement Specialists, and Recruitment & Health staff are responsible for delivering and maintaining their employee center file.

**Unsupervised ISD & MH Consultants:** May be left alone with children **if** the consultant was added to the Child Information Record (CIR) by the parent/guardian.

* **ALL** documentation must be retained on-site until the person no longer volunteers at the center.
	+ Individuals must be included on a completed Child Information Record in order to be left alone with children.
		- Child Information Records must be updated on a yearly basis.
	+ The PSOR clearance and Volunteer APOT must be completed on an annual basis.
		- Any individual listed on the PSOR is prohibited from having contact with any child in care.

**Supervised Volunteers:** Waja Berarducci**,** Dru O’Connor, Stacey Parent, Alicia Temple, and Corey Berden.

**Volunteers also include, but are not limited to, the following:** ISD & mental health consultants (supervised push in services are required if not listed on the CIR), foster grandparents, guest speakers, interns, and parents/family members of enrolled children. Must be supervised while working with children.

***\*\*\*Parents who spend time in the classroom outside of regular drop off and pick up times are considered volunteers.***

* Supervised volunteers, with the exception of NMCAA staff, must show acceptable proof of vaccination or exemption at the time of each site visit when conducting supervised push-in services.
	+ Volunteer documentation must be retained on-site until the person no longer volunteers at the center.
		- The PSOR clearance and Staff/Volunteer APOT must be completed on an annual basis.
	+ Any individual listed on the PSOR is prohibited from having contact with any child in care.
	+ A TB screening must be provided if the individual has contact with children for at least four hours per week for more than two consecutive weeks.

**Licensee Designees:** Katherine Kwiatkowski (EHS CB only), Kerry Baughman, Shannon Phelps, Abria Morrow, Kim Aultman, Teasha Lawson, and Kristin Ruckle. Must be supervised with children.

* + CCBC documentation is kept on ChildPlus under the lead teacher’s profile.

 (OneDrive-optional posting) 7/22