 **Collaborative Center Staff and Volunteer Required Paperwork Checklist**

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

**REQUIRED PAPERWORK**

Staff and Volunteers

**SUPERVISED VOLUNTEERS**

**LICENSEE DESIGNEE**

**UNSUPERVISED**

Intermediate School District Therapists & Mental Health Consultants

**CLASSROOM STAFF**

(Teachers, Assistants/Floaters, Substitutes)

**Child Care Background Check & Eligibility Letter**

VOLUNTEERS

NMCAA STAFF

**Child Care Background Check & Eligibility Letter**

**Child Information Record or Signed Release**

**STAFF APOT (NMCAA Annual Preservice Orientation Training)**

**Public Sex Offender Registry (PSOR)**

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**STAFF APOT (NMCAA Annual Preservice Orientation Training)**

**Tuberculosis (TB) Test**

**(as applicable)**

**VOLUNTEER APOT**

**(NMCAA Annual Preservice Orientation Training)**

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**VOLUNTEER APOT**

**(NMCAA Annual Preservice Orientation Training)**

**Tuberculosis (TB) Test**

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**(as applicable)**

**Tuberculosis (TB) Test**

**(as applicable)**

**CPR & FIRST AID**

**PD/TRAINING RECORD**

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

**CLASSROOM STAFF:** 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 must be renewed every five years.
  + Staff APOT must be completed on a yearly basis.
  + 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.

**Unsupervised Intermediate School District Therapists & Mental Health Consultants:** May be left alone with children **if** the consultant was added to the Child Information Record (CIR) OR a release is signed 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: Volunteers also include, but are not limited to, the following:** Intermediate School District Therapists & Mental Health Consultants (supervised push in services are required if not listed on the Child Information Record), 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.***

* **ALL** documentation must be kept in a file on-site until the end of the school year.
  + 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 Designee:**

* CCBC and eligibility determination must be renewed every five years.
* Staff APOT must be completed on an annual basis.
* A TB clearance must be provided if the individual has contact with children for at least four hours per week for more than two consecutive weeks.

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