

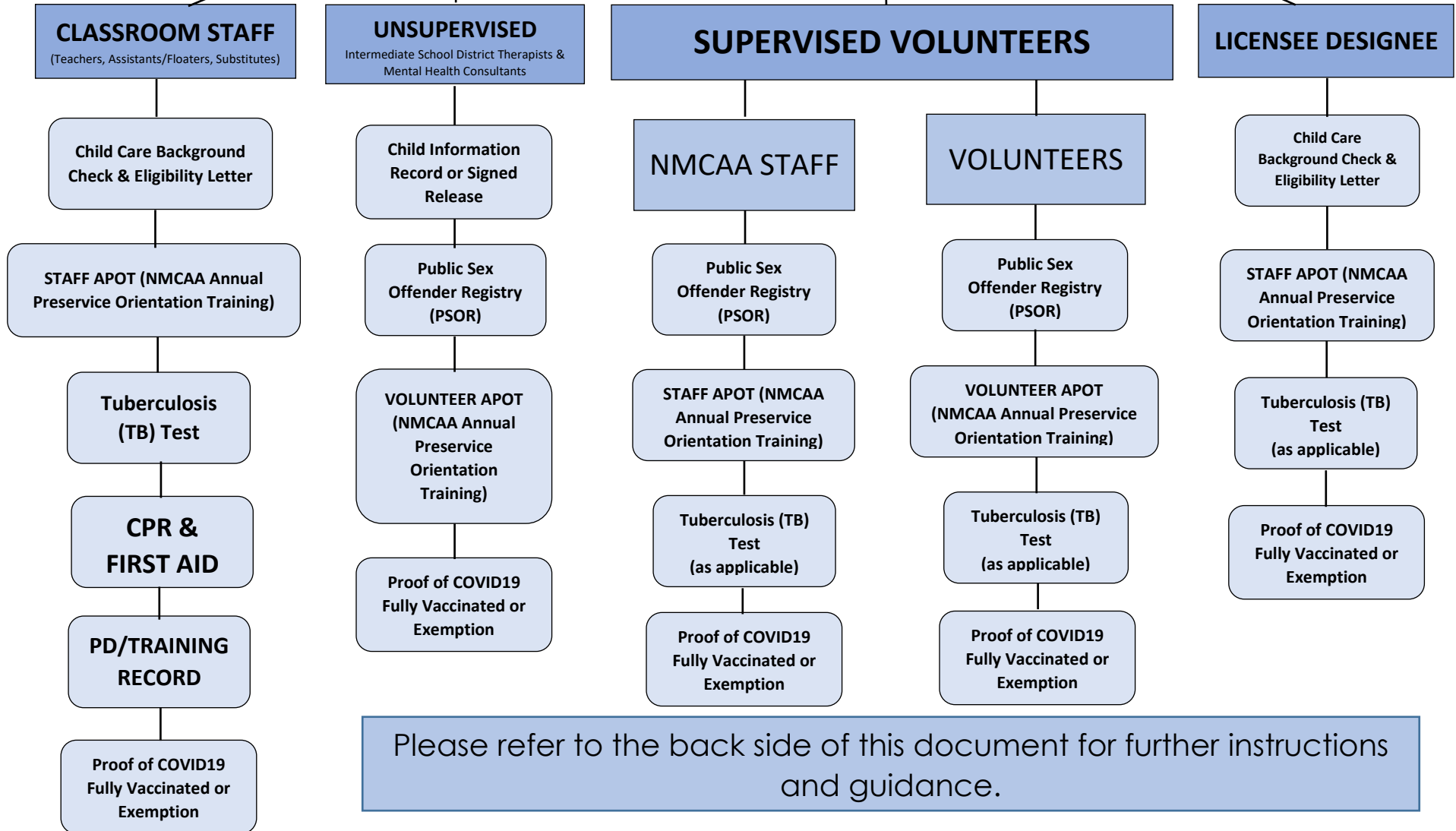


Collaborative Center Staff and Volunteer Required Paperwork Checklist

REFER TO THE STAFF SCENING POLICY AND THE VOLUNTEER SCREENING AND SUPERVISION POLICY

REQUIRED PAPERWORK

Staff and Volunteers



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

CLASSROOM STAFF: May be left alone with children.

- **ALL** documentation must be kept in the employee's center file on-site.
 - 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 every two years.
 - Michigan Child Care and Education Professional Development Record (BCAL-4591) must be updated accordingly. Staff must be able to access their MiRegistry Learning Record, 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 kept in a file on-site until the end of the school year.
 - 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), guest speakers, and parents/family members of enrolled children. **Must be supervised 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 clearance 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.

COVID19 Vaccination:

- All staff, and those contractors whose activities involve contact with or providing direct services to children and families, must be fully vaccinated for COVID-19. See Collaborative Center COVID19 Vaccine and Masking Plan for more information on vaccination and exemption requirements.

(OneDrive) 1/5/22