**Collaborative Center Annual Documents Update**

Contract Year 2023/2024

Collaborative Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **The Collaborative Center Program Director will review the following documents and initial next to each item to verify review** | Initial |
| 2023/2024 Collaborative Center Agreement |  |
| Staff Hiring and Qualifications page on <http://www.nmcaacc.com/hiring-staff.html> (click on the Center Director tab and then Hiring Staff) |  |
| Collaborative Center Staff and Volunteer Required Paperwork Checklist |  |
| Review the Special Investigations training found at <https://nmcaatraininglibrary.weebly.com/safety.html> |  |
| 23/24 Important Dates |  |
| **Include the following documents when submitting this folder to your CCSC** |  |
| Copy of updated license |  |
| Copy of Liability Insurance – Declarations and Limits, Dates |  |
| USDA Food Program Documentation |  |
| 23/24 Parent Handbook (If policies or addendums are added throughout the school year, submit to your CCSC prior to implementation. ) |  |
| Staffing Plan and Program Hours with Yearly Calendar (List any planned closures and designated hours of planned HS/EHS classroom operations. An optional editable calendar template is available on the APOT page of the website, or you can create your own.) |  |
| Daily Routine and Schedule for each classroom offering HS/EHS |  |
| Snow day policy |  |
| Procedure for entering premises |  |
| NMCAA Inventory |  |
| Staff, Consultants, and Contractors Screening, Background Check and Selection Policy |  |
| Complete the Volunteer Screening and Supervision Policy.  Include a copy and post the original in the center. |  |
| Job Descriptions for HS lead, HS assistant, and EHS Teachers |  |

CC Program Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCSC Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_