  **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 & VOLUNTEER MANDATED REPORTER FORM**

**PSOR**

**PSOR**

**PSOR**

**STAFF APOT**

**TB**

**(as applicable)**

**VOLUNTEERAPOT**

**STAFF & VOLUNTEER MANDATED REPORTER FORM**

**VOLUNTEERAPOT**

**Medical Clearance & TB**

**Blair, Lincoln St., & Traverse Heights: Please connect with your SS for further instruction.**

**TB**

**(as applicable)**

**TB**

**(as applicable)**

**CPR & FIRST AID**

**MiRegistry & Safety Practices Training**

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. These 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 letter documentation is also kept in ChildPlus. These requirements 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.
	+ Education Coaches, Site Supervisors, Family Engagement Specialists, and Recruitment & Health staff are responsible for delivering and maintaining their employee center file.

**Unsupervised ISD & MH Consultants:** These staff may be left alone with children **if** the consultant is on the Child Information Record (CIR) with permission from the parent/guardian.

* **ALL** documentation must be retained on-site until the person no longer volunteers at the center.
	+ 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:** 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.\*\****

* 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.
	+ **Any exceptions to these procedures must be discussed and approved by a manager.**

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

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

5/22/23 EHS&HSTeams/Admin/ProcedureManual/Licensing/Staff&VolunteerRequiredPaperworkFlowchart