



# 2020 Annual Pre-Service Orientation Training Checklist

Name: \_\_\_\_\_ Site: \_\_\_\_\_ Position: \_\_\_\_\_

<b>Reviewed</b>	<b>Completed by</b>
1. Cornerstones of Culture	Staff, Volunteers
2. Team Vision Statement	Staff
3. Child Protection Law and Mandated Reporter Training- <a href="https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html">https://www.nmcaahs.com/annual-pre-service-orientation-and-training.html</a>	Staff
4. NMCAA Head Start/GSRP Guidance Policy	Staff, Volunteers
5. Center Celebration Policy/Guidance	Staff
6. CPR and First Aid Training Procedure	Staff
7. Training & Professional Development Policy/Procedures, Personnel Policies, Staff Training Request, Per Diem, Training Event Log, MI Child Care & Education Professional Dev. Record BCAL-4591, MiRegistry Health and Safety Course 1 and 2, MiRegistry Health And Safety Training Staff Sign-In, MiRegistry Membership Process, MiRegistry Refresher 2020, Child Development Training/Up-Dates Child Care Licensing Rules	Staff
8. Volunteer Screening and Supervision Policy	Staff, Volunteers
9. Allergy and Health Monitoring Form, Medication Authorization Form, Emergency Care Plan	Staff
10. Illness Incident Report, Toilet Training Report, Incident Report State of MI BCAL-4605	Staff
11. Releasing Children to Authorized and Unauthorized/Unknown Adults	Staff
12. Release of Information and ID Verification of Child Protection Personnel	Staff
13. Staff Hours, 2021 Early Childhood Programs Calendar	Staff
14. What's Due When Guidance	Staff
15. What is InKind?, Volunteer/Donation Form for In Kind and Sample, Classroom Sign In/Sign Out Log	Staff, Volunteers
<b>Additional On-Site Training</b>	
16. NMCAA Child Care COVID Response and Preparedness Plan Training	Staff
17. Safe Environment Checklist Training	Staff
18. Active Supervision Training/Team Transportation and Pedestrian Safety Training	Staff
19. Grab and Go Binder Training: Refer to Grab and Go Binder Cover Page for Documents	Staff
20. Safety and Emergency Preparedness Plan and Emergency Postings	Staff
21. Nutrition Training	Staff
22. Staff Classroom Tour-Postings, First Aid and Universal Precaution Kits, Child Information Records, Emergency Care Plans, Staff Files, Storage of Personal Items, Other Forms As Needed	Staff
23. Volunteer Classroom Tour-Volunteer Files, Storage of Personal Items, Other Forms As Needed	Volunteers
<b>SUBMIT</b>	
24. NMCAA Email Encryption Notice	Staff
25. Personnel Information and Credentials (Volunteers Complete Emergency Contact Information.)	Staff, Volunteers
26. Copy of Driver's License/State ID and Copy of Auto Insurance	Staff
27. Staff and Volunteer Mandated Reporting Policy	Staff, Volunteers
28. Confidentiality Policy	Staff, Volunteers
29. NMCAA Child Development Programs Code of Conduct - 1302.90 (c)	Staff, Volunteers
30. Reactivation Papers (if applicable)	Staff

Employee/Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Center keeps a copy of submitted forms in staff/volunteer files and distributes to HR and DMT.



# Classroom Sign In/Sign Out Log

Policy: NMCAA will ensure the safety of children by requiring all classroom visitors to record time in, out, and reason for visit. Staff will monitor and track those who enter and exit the facility by utilizing the Classroom Sign-In/Out Log.

Classroom Name: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Staff and Visitor Print and Sign Name <small>Print First, Last Name</small> <small>Add Signature</small>	Title	Detailed Reason for Visit	Time In	Time Out	In-Kind Total (minutes/hours) <small>STAFF USE ONLY</small>
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					
	<small>Print First, Last Name</small> <small>Add Signature</small>					

Distribution: Original sent to DMT to enter in-kind calculations. Copy: To be filed at the center and sent to site supervisor - monthly  
 Staff will complete the in-kind total column for parents/guardians/families before sending to DMT. When necessary, continue to use the Volunteer/Donation Form to document in-kind for guest speakers, volunteers, and donated classroom materials.

**NMCAA Child Development Programs' Code of Conduct – 1302.90 (c)**  
**Aligned with the *Traverse Bay Children's Advocacy Center, Team Zero & the Darkness to Light* Initiatives**  
**To Prevent and End Child Sexual and Physical Abuse**

**Staff, Collaborative Center Staff and Volunteers will adhere to the following:**

1. Confidentiality policies must be followed and are strictly enforced.
2. Children will never be unsupervised.
3. While children use a multi-aged bathroom, staff or child care partners will stand in the open doorway. If children need assistance, the exterior door/curtain must remain open, while maintaining privacy for the child from view of others.
4. Staff or child care partners will help children change soiled clothing, diapering or cleaning (areas covered by a bathing suit), with the exterior door/curtain remaining open, and maintaining privacy for the child from view of others.
5. A child's right to say "No" is to be encouraged and respected. Children will not be touched in ways that seem to make them feel uncomfortable.
6. No child will be abused or experience corporal punishment of any kind. Any type of abuse will not be tolerated and is cause for dismissal. (No isolating a child, and no physical, verbal, humiliating, terrorizing, punishing, humiliating or demeaning, or ignoring a child; no sexual or mental/emotional abuse or neglect.)
7. Toilet learning training methods will not include punishing, humiliating or demeaning any child.
8. Using or withholding food, physical activity or outdoor time will not be used for punishment or rewards.
9. Staff, child care partners and volunteers will use appropriate touch, including pats on the back or shoulder, child initiated hugs, handshakes, high fives, etc. Staff, child care partners or volunteers will not touch personal areas (areas covered by a bathing suit).
10. Staff, child care partners and volunteers will use positive guidance techniques – redirection, positive reinforcement and encouragement. Refer to NMCAA Child Development Guidance Policy.
11. Staff, child care partners and volunteers will respond to children with respect and consideration and treat all children equally regardless of disability, family composition, gender, race, religion, sexual identity or culture.
12. Staff, child care partners and volunteers will not give gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion of others.
13. Staff, child care partners and volunteers will not have private interactions through social media, computer or handheld devices with any children in the program.
14. Staff, child care partners and volunteers will refrain from intimate displays of affection towards others.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, or any kind of harassment is prohibited.
16. Staff, child care partners or volunteers may not be alone with program children outside of program hours. This includes babysitting, sleepovers, and inviting children to their home. (Exceptions may apply to relatives or family friends and must be discussed with supervisor).
17. Staff, child care partners and volunteers will not transport children in their own vehicles.
18. Under no circumstances should a child be released to anyone other than the authorized parent, guardian, or other authorized adult.
19. Staff, child care partners and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and also attend abuse prevention training.
20. Firearms, weapons, alcohol or drugs are prohibited within NMCAA programming.
21. Staff, child care partners and volunteers will notify a program supervisor, coach or manager if any of the above are violated.

I understand that any violation of this Code of Conduct may result in termination

\_\_\_\_\_  
Staff/collaborative center staff/consultant/ volunteer signature/date

\_\_\_\_\_  
Supervisor Signature & date

*Modified Darkness to Light Sample Code of Conduct & the YMCA of the USA Code of Conduct.*



# CORNERSTONES OF CULTURE

**Nurturing**

**Mindful**

**Compassionate**

**Accountable**

**Appreciative**

- Promote a culture of **support, empowerment,** and **collaboration.**
- **Respect, appreciate,** and **celebrate** each other's differences.
- Promote ongoing **agency goals** and commit to **team success.**
- **Share ideas,** be open to suggestions, and maintain a **positive attitude.**
- Be **professional, honest,** and **sincere** to help create a trusting work environment.



HELPING PEOPLE. CHANGING LIVES.





# Confidentiality Policy

I, \_\_\_\_\_, as an employee/partner of Northwest Michigan Community Action Agency, understand that in the course of my work, I may have access to confidential information. I also have the responsibility to safeguard such information. Any confidential information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. Agency employees and partners shall exercise discretion and tact in all client related matters.

Clients often reveal personal and confidential information in order for the program and staff to serve them. I may learn certain information that is of a personal and confidential nature about individuals who are served by the NMCAA programs. This may include information about personal finances, employment, living arrangements, medical conditions and treatments, sexual practices and/or experiences, relations with family and/or friends, other-agency involvement, etc. Clients must rest assured that the information they have provided to staff will be held in the strictest of confidence.

Child files and other related family records are kept confidential. Staff are responsible to keep all paper files in a locked cabinet at the center and electronic files on a secure computer.

I agree not to disclose any information of a personal and confidential nature to ANY person who is not affiliated with NMCAA and authorized to have such information. Only with specific consent of the individual to whom the information pertains will that information be released.

A breach in confidentiality and failure to exercise appropriate care and safeguards in handling client information include but are not limited to:

- Discussing children/families either inside or outside the program with anyone who has "no need to know."
- Disclosing names, and/or talking about families in ways that will make their identity known to anyone outside the site. The fact that a child is enrolled in the program is confidential information.
- Leaving documents containing confidential information out in an open area.
- Failing to shred records with identifying information

I understand that all such information, including the identity of those individuals, must be completely confidential, even after I am no longer working at or contracting with NMCAA. Any document containing the above confidential information must be stored for the required length of time and then destroyed to avoid the disclosing of confidential information.

I have read NMCAA's policy on confidentiality. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.

I will also refer to the agency's policies on social media and email encryption if I have any questions about maintaining sensitive/confidential information, and I may contact my supervisor for any clarification.

I further understand that failure to comply with these terms of confidentiality is grounds for termination of my employment or contract with NMCAA, and may also subject me to possible legal action under the laws of the State of Michigan, and other jurisdictions.

\_\_\_\_\_  
Staff/Provider Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**PERSONNEL INFORMATION AND CREDENTIALS CURRENT PROGRAM YEAR: 2020/2021**

Last Name		First Name		Date of Birth		<input type="checkbox"/> Staff <input type="checkbox"/> Volunteer	
Address		City		State		Zip	
Work Email Address		Work Location		Emergency Contact		Phone	
<b>Complete the below information: STAFF ONLY</b>							
Current Position Title		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		Initial Hire Date	
Program: (Circle all that apply)		EHS Center-Based		EHS Home -Based		Race (for USDA)	
HS GSRP		Extended Day		Single Session		Duration	
<b>Write Name of Direct Supervisor Below:</b>							
Supervisor		<input type="checkbox"/> Associate Degree <input type="checkbox"/> Baccalaureate Degree <input type="checkbox"/> Advanced Degree		Name of Degree			
Supervisor		Endorsements or Certifications (example: ZS, ZA, P.A.T)		Expiration Date			
Coach		Hours Toward Early Childhood Degree					
Family Engagement Specialist		CDA or State Awarded Preschool Certification		Expiration Date			
Recruitment & Health Specialist		Currently Enrolled in CDA Program		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Early Childhood Program Director Shannon Phelps		Collaborative Center Service Coordinator Use Only:					

Distribution: Volunteer forms stay on site in a confidential file folder

Original goes to: DMT-Michelle Karns [ ] DMT sends original to Supervisor [ ]



## **NMCAA Head Start/GSRP Guidance Policy**

### **Staff, Collaborative Center Staff, Parents and Volunteers will adhere to the following:**

- Encourage positive self-esteem, cooperation, self-control and self-direction.
- Model positive behaviors- be composed, empathetic, helpful and respectful to all.
- Support social and emotional growth through observation by noticing and acknowledging specific behaviors/actions.
- Redirect children when appropriate.
- Develop positive relationships and teach/model classroom expectations.
- Protect children/parents/staff/volunteers from harm.
- Practice and model personal space/boundaries and respect for ourselves and others.
- Supervise all children at all times.

### **Staff, Collaborative Center Staff, Parents and Volunteers will refrain from the following:**

- Carrying, dragging, hitting, shaking, biting, pinching or inflicting physical violence.
- Placing any substances in a child's mouth, including but not limited to, soap, hot sauce, or vinegar.
- Restricting a child's movement by binding, tying or confining in an enclosed area (closet, locked room, box, cubicle, etc.).
- Mentally/emotionally punishing such as: sarcastic remarks, humiliating, shaming, threatening, degrading, ridiculing, or time-outs.
- Depriving children of: meals/snacks/water, rest, toilet use, outdoor play, daily learning or gross motor activities.
- Using toilet learning/training methods that punish, demean, or humiliate a child.
- Isolated one-on-one interactions, favoritism or gift giving to individual children.
- Establishing a relationship with children outside of program activities or exchanging personal email, phone numbers or private interactions through social media or computer devices.
- Photographing children for purposes other than for program activities or for their family.

***Specific Exceptions-Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming him/herself or to prevent a child from harming other persons or property.***

Original: To be posted in a place visible to staff and parents

Reference: R 400.8140, 400.8146 (1) (d), HSPPS 1302.90, Personnel Policies (c) Standards of Conduct



## Staff and Volunteer Mandated Reporting Policy

### Mandated Reporter Policy and Procedures:

All NMCAA child care staff, Child Care Collaborative Center employees, and volunteers (including minors) of child care centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services (CPS) immediately when they suspect child abuse and/or neglect. The immediate report must be made to Centralized Intake by calling or filing an online report. A verbal report must be followed by a written report. The written report must be submitted within 72 hours. Complete the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The reporting person shall notify the person in charge of his or her finding and that the report has been made, and shall make a copy of the written report or electronic report available to their supervisor and subsequent administrators. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

- When child abuse and/or neglect is suspected, the center employee or volunteer needs to only obtain enough information to make a report. If an employee/volunteer or child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask only open-ended questions, if necessary, to determine whether a report needs to be made to Licensing and Regulatory Affairs or CPS. **The center employee/volunteer or child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to Licensing and Regulatory Affairs or CPS, or during the investigation.** A discussion will be held between the Manager and Director regarding further action
  - Licensing will be notified when:
    - An incident involving an allegation of inappropriate contact occurs at the center.
    - The Child Care Licensing telephone number for our entire service region is toll free 1-866-856-0126.
  - Child Protective Services will be notified when:
    - A staff or volunteer suspects a parent or other individual has abused or neglected a child in our program.
    - To make a report to Child Protection Services contact the Department of Health and Human Services Centralized Intake office at 855-444-3911 or make an online report at [www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter). (See Mandated Reporting Online Guidance on [www.nmcaahs.com](http://www.nmcaahs.com))
  - A program must submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting... program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law, including at a minimum:
    - Any reports regarding agency staff or volunteer compliance with federal, state, tribal, or local laws addressing child abuse and neglect or laws governing sex offenders.
    - The ISD and a GSRP Consultant must be notified within 24 hours of a special investigation being initiated by Licensing and Regulatory Affairs for GSRP funded programs.
- Child Protection Law and Mandated Reporting Training takes place during the Annual Pre-service Orientation and Training:
  - Topics addressed include the Child Protection Law, mandated reporter informational guides, telephone/online reporting guidance, resources on [nmcaahs.com](http://nmcaahs.com), and training videos on [michigan.gov](http://michigan.gov). Per Child Protective Services, do not contact the family when reporting suspected child abuse or neglect.
    - Staff and volunteers will learn what to expect from DHHS after a report has been made:
      - If the complaint is not assigned for investigation, notification will be mailed from Centralized Intake within 5 business days of the rejection of the complaint.
      - If assigned for investigation, notification of the disposition of the investigation will be mailed by the assigned CPS investigator within 10 business days of the completion of the investigation.
    - Staff and volunteers will learn how to answer questions from those who have been reported:
      - If necessary, remind individuals that child care providers are mandated reporters.
      - Seek further guidance from your supervisor.



- Staff will learn how to continue supporting families:
  - Staff will have ongoing training and exposure to the strength-based and trauma sensitive family partnership practices, curricula and resources used by the program.
  - Home visiting staff and supervising staff have reflective practice available.
  - Mental Health Consultants and the Mental Health & PFCE Manager are available to reflect upon current practices and relationships with families to individualize planning for all involved.

- Individuals are encouraged to attend state and local mandatory reporter training opportunities as they are offered.

- NMCAA Child and Family Development programs will cooperate fully with Licensing and Regulatory Affairs and Child Protective Service agencies in their community. NMCAA Child and Family Development programs will make every effort to retain children allegedly abused or neglected; recognizing that participation in our programs may be essential in assisting families with abuse or neglect problems.

**My signature below certifies that:**

- I am aware that abuse and neglect of children is against the law.
- I have been informed of the program's policies on the Child Protection Law, Mandated Reporting, and child/abuse neglect.
- I am aware that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

**Additional acknowledgement for a volunteer:**

- I am aware that volunteers, including parents, shall receive a Public Sex Offender Registry (PSOR) Clearance before having any contact with a child in care.
- Any individual who is registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in care.
- A copy of this clearance must be kept on file at the center.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original: Sent to Supervisor for signature then staff forms sent to HR Dept.

Copy: Kept in Employee/Volunteer Center File

References: HSPPS 1302.92 b 2 (1), 1302.94 (4), 1302.102 d (3), Licensing R400.8125, Child Protection Law 722.623

## Volunteer Screening and Supervision Policy



**Policy:** To ensure the safety and well-being of all children in care, NMCAA will screen all potential volunteers following the Head Start Program Performance Standards, Great Start Readiness Program requirements, and the Licensing Rules for Child Care Centers. As NMCAA shall adhere to the most stringent rules and requirements, volunteers shall not be left unsupervised with children in care.

**Procedures:** Prior to contact with children in care, all potential volunteers shall undergo the following screening procedures: a PSOR clearance, complete the HS/GSRP Annual Pre-Service Orientation Training, and obtain a medical and tuberculosis (TB) clearance, as applicable.

### **ISD and Mental Health Consultants:**

LARA considers ISD and mental health consultants as volunteers. If a parent adds a consultant to the Child Information Record, that consultant, upon completion of APOT and the PSOR, may be left unsupervised with the child. If the parent is not comfortable adding the consultant to the Child Information Record, the consultant, upon completion of APOT and the PSOR, will continue with services in the classroom supervised staff at all times.

### **Screening Process:**

- All supervised volunteers shall receive a public sex offender registry (PSOR) clearance **before** having any contact with a child in care. A copy of this clearance must be kept on file at the center.
  - **Any individual listed on the PSOR is prohibited from having contact with any child in care.**
- In addition to a PSOR clearance, the center will review the **HS/GSRP Annual Pre-Service Orientation Training** forms with the supervised volunteer. This includes signing the **Staff and Volunteer Mandated Reporting Policy** acknowledging the following information:
  - The individual is aware that abuse and neglect of children is against the law.
  - The individual has been informed of the center's policies on child abuse and neglect.
  - The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to Children's Protective Services (CPS).
- A center shall keep on file at the center evidence to verify that each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. Volunteers are responsible for the cost of their TB test.

### **Volunteering in the Classroom:**

- All volunteers shall provide appropriate care and supervision of children at all times.
- All volunteers shall act in a manner that is conducive to the welfare of children.
- The volunteers' interests shall determine their role in the classroom.
- NMCAA staff shall provide guidance and clear expectations with volunteers to assist them in successfully carrying out assigned duties.

### **PSOR Instructions:**

- Go to [Michigan State Police Sex Offender Registry: https://www.michigan.gov/msp/0,4643,7-123-1878\\_24961---,00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---,00.html)
- Click on "**Search Michigan State Police Sex Offender Registry.**"
  - **NOTE: Due to the volume of users, the Public Sex Offender Registry may be unavailable from time to time. Should you be unable to access the registry, please check back later.**
- On the next screen, click "**Search for Offenders in your Area**" in the top left corner.
- Click on the "**Name**" tab: type in the name of the volunteer and click on "**Search.**"
- Review the results of the search:
  - Individuals without a profile or match on the PSOR may continue the volunteer process.
  - Individuals with a detailed profile on the PSOR shall **NOT** have contact with any child in care.
- Print a copy of the search screen, regardless of the profile results; a copy must be kept on file at the center.