

**Volunteer/Substitute Procedure**

**Policy: Ratio and group size requirements must be maintained at all times. The Volunteer/Substitute Procedure will be used to ensure compliance.**

**Procedure: In the absence of regular education staff, follow the below procedures:**

* Call substitutes for availability.
* Ask for a parent/volunteer to stay in the classroom. Refer to the Volunteer Screening and Supervision Policy for background check and screening requirements.
  + Volunteers include, but are not limited to, the following:ISD staff, mental health consultants, Foster Grandparents, guest speakers, and parents/family members of enrolled children**. *\*\*\* Parents who spend time in the classroom, outside of regular drop off and pick up times, are considered volunteers and must complete the required screening paperwork.***
* Call Site Coordinator/Supervisor and Education Coach for classroom assistance.
* When all options have been explored, if licensing ratios cannot be sustained, the Site Coordinator/Supervisor/Education Coach will make a closure determination and educational opportunities will be offered.

**Volunteering in the Classroom:**

* Parents with additional children will need to make other arrangements for their care while volunteering.
* Volunteers shall be supervised at all times by NMCAA staff and shall not have unsupervised contact with children.
  + ***EXCEPTION:*** *NMCAA partners with particular ISD consultants in a small number of identified classrooms to provide combination services for some children. These particular consultants, with permission and acknowledgement of management staff, may be left alone with children. These identified ISD consultants must complete the CCBC process, be deemed “eligible” and then connected to the license for that site. They will follow all LARA/Head Start/GSRP requirements. ALL other ISD consultants with follow the Volunteer Screening Policy requirements and when approved by the parent and documented on the Child Information Record, may meet with children without paid staff supervision after signing them out of 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.

**Licensing R 400.8113 (5): Substitute Teacher/Center Director Information**

* A substitute program director shall be appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department shall be notified when a substitute program director is appointed.

**GSRP Implementation-Classroom Requirements: Substitute Teacher/GSRP Center Director**

* A substitute teacher should have a minimum of a valid Center-Based Preschool CDA.
* Any long-term substitute (more than one month), must meet qualifications for the position being filled.
  + A valid Michigan teaching certificate and an Early Childhood Education (ZA) or Early Childhood-General and Special Education (ZS) endorsement, or
  + A bachelor’s degree in early childhood education or child development with a specialization in preschool teaching. The transcript will document a major, rather than a minor, in child development or early childhood education.

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**Volunteer/Substitute Contact List:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Availability: M T W Th F AM PM

**Distribution:** Original on site, Copy to Coordinator/Supervisor, Copy to Coach

References: Licensing R400.8113, R400.8182; HSPPS 1302.21 (b); GSRP Classroom Requirements

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