



Book: Policies for MI Local Update  
Section: Vol. 34, No. 1 - September 2019  
Title: Vol. 34, No. 1 - September 2019 New CHILD CARE CENTER STAFF AND VOLUNTEERS  
Number: po2265

2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS

Background Checks

All staff members employed by the District whose job responsibilities include working with children in the District's

[DRAFTING NOTE: YOU MUST SELECT ALL CATEGORIES THAT ARE PROVIDED IN YOUR DISTRICT THAT ARE COVERED BY THE CHILD CARE ORGANIZATIONS ACT]

- ☐ pre-school programs,
- ☐ before or after school programs,
- ☐ early childhood development programs,
- ☐ child or day care center,
- ☐ drop-in program, and/or
- ☐ \_\_\_\_\_

and all other persons 18 years or older who provide unsupervised care or have unsupervised access to the children in the program(s) [OPTION] [ ], including volunteers, [END OF OPTION] must consent to and complete

a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

**[DRAFTING NOTE: SELECT THE ABOVE OPTION ONLY IF YOU DO NOT SELECT THE OPTION BELOW PROHIBITING VOLUNTEERS FROM UNSUPERVISED ACCESS.]**

**[OPTION] [ ]** Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). **[END OF OPTION]**

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

**Supervision of Volunteers**

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles **[OPTION] ( )** including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). **[END OF OPTION]**

**[DRAFTING NOTE: SELECT THIS OPTION IF YOU SELECTED THE OPTION ABOVE.]**

District staff members must report any issues or concerns of any nature relating to volunteers to the **[PICK ONE] [ ] building principal [ ] Superintendent [ ] \_\_\_\_\_ [END OF OPTIONS]** at the first available opportunity. The \_\_\_\_\_ **[insert selection from preceding sentence]** will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal References

M.C.L. 722.111, et seq.