

Volunteer Handbook

Screening Policy Statement

Per MiLeap licensing requirements all staff, volunteers and parent volunteers are subject to screening and background checks.

Screening Policy/Checks

- MI child abuse and neglect registry
- National Sex Offender Registry
- Duty to Report
- Criminal history registry and child abuse/neglect registry for any states of residence in the past 5 years

Volunteers working with children

No volunteers will be left unsupervised with children. A teacher or other staff member will be present when a volunteer is working with children. The exception is if the volunteer is only with their own child/children.

Any individual registered on the public sex offender registry (PSOR) or the Dru Sjodin National Sex Offender website is prohibited from having contact with any child in care.

All volunteers who are working directly with children (including field trips) are also subject to background checks per MiLeap's licensing rules. Contact the CMSAA office for more information.

All staff and volunteers, who work with students of CMSAA are required by law to report any suspected child abuse or neglect as per the Child Protection Law to Children's Protective Services (CPS) as mandated reporters. Abuse and neglect of children is against the law. All volunteers are required to sign and date a written statement at the time of volunteering indicating that the individual:

- Is aware that abuse and neglect of children is against the law
- Is informed of the center's policies on child abuse and neglect
- Knows they are mandated reporter of child abuse and child neglect and are required by law to immediately report suspected abuse and neglect to the department of health and human services, child protective services by telephone at 1-855-444-3911, on a reasonable cause to suspect child abuse or child neglect. The verbal report must be followed by the submission of a written report within 72 hours of the verbal report

Volunteer Background Check Release Form (iChat) can be found on the school website cmsaa.org or [use this link](#)

As a licensed child care provider, we are required by law to report instances of actual or reasonably suspected child abuse or neglect to appropriate authorities. All CMSAA staff and volunteers are Mandated Reporters.

Sick Policy for Volunteers

Policy Updates

This policy may be updated or modified at any time to reflect the most current guidance and requirements from the Michigan Department of Health and Human Services (MDHHS), the Washtenaw County Department of Public Health, and other applicable health authorities. Volunteers will be notified of any significant changes as they occur.

Thank you for your cooperation in helping us maintain a healthy school environment for everyone.

When to Stay Home

Volunteers should not come to the school if they are experiencing symptoms of illness. This includes, but is not limited to, fever, vomiting, diarrhea, persistent cough, or other signs of a contagious condition.

- Volunteers who have had a fever may return only after being fever-free for at least 24 hours without the use of fever-reducing medication.
- Volunteers who have experienced vomiting or diarrhea may return only after being symptom-free for at least 24 hours since the last occurrence.

Volunteers are expected to use good judgment and err on the side of caution when determining whether to attend while not feeling well.

Medication Use

Volunteers should not attend while using medication solely to mask symptoms of illness (such as fever-reducing medications), as this may increase the risk of spreading illness within the school community.

Health & Sanitation Practices

In accordance with state licensing guidelines, classrooms and shared spaces are cleaned daily, and tables and frequently touched surfaces are disinfected regularly.

Volunteers are expected to support a healthy environment by:

- Washing hands upon arrival, before handling materials or food, and after restroom use
- Following all posted hygiene and sanitation practices
- Modeling appropriate health habits while in the classroom or school environment

For the health and safety of the school community, all volunteers are expected to follow this sick policy consistently.