

The Michigan Department of Consumer and Industry Services, our licensing body, requires that all Child Care Centers screen everyone who assists in the care of children. The purpose of this screening is to insure the personal safety of all children. **Since parents and family assist in the classroom at Comstock Cooperative Nursery School, both parents and any person volunteering to work in the classroom are required to answer the following statements and sign the bottom of the form.**

Have you ever been convicted of a criminal offense?

If yes, please describe on the back of this page.

1. **YES** or **NO**

2. **YES** or **NO**

Have you ever been convicted through Juvenile Court

of child abuse or neglect? If yes, please describe on the back of this page.

1. **YES** or **NO**

2. **YES** or **NO**

Volunteers working in the classroom must be aware that any abuse/neglect of a child is against the law, and that caregivers are required by law to immediately report suspected abuse or neglect to children's protective services. If, during the course of the school year, any observation is made concerning possible abuse or neglect of a child, the worker is obligated to adhere to the following procedure:

1. Concern will be brought to the attention of the Department of Human Services. Verbal reports will be followed up with written reports within 72 hours.
2. Parents' statement regarding concern will be documented.
3. The Teacher/Program Director will contact the State Family Independent Agency / Protective Services of concern. Reporting the situation to the teacher or other staff does not relieve classroom volunteers of the mandated responsibility to report to Child Protective Services.

Volunteers working in the classroom will be checked against the Michigan Public Sex Offender Registry (PSOR) and the Internet Criminal History Access Tool (ICHAT). Volunteers may only work in the classroom once the volunteer has satisfactorily cleared these background checks.

**We have read above issues and agree to comply per State Law.
We Certify that the above answers herein are true and complete.
We authorize investigation of all statements contained herein.**

1. Signed: _____ Date: _____

2. Signed: _____ Date: _____

Child's name _____ Class: _____