



MICHIGAN CHILD CARE BACKGROUND CHECK CONSENT AND DISCLOSURE

The Child Care Background Check Program is specifically for the comprehensive background check of licensed child care providers in the state of Michigan. The system will be used by:

- Licensed Family Child Care Homes
- Licensed Group Child care homes
- Licensed Child Care Centers
- Staffing Agencies for Licensed Child Care Centers
- Michigan Department of Education (License Exempt Facilities)

The following individuals connected to a licensed child care provider must have a comprehensive background check, to include FBI fingerprints:

- Applicants/licensees
- Licensee designees
- Program directors
- Child care staff members, includes contract and self-employed individuals
- Unsupervised volunteers
- Adult household members in child care homes

Refusal to submit to this comprehensive background check will result in being found ineligible to hold one of the above roles in a licensed child care facility in the State of Michigan.

Child Care Provider (this section is to be completed by the Child Care Provider)

Licensee Name: University of Michigan - Dearborn

Facility Name: Early Childhood Education Center

Facility License Number: DC820296335

Name of Applicant: _____

The child care provider:

- Must not knowingly employ or allow an individual to have unsupervised access to children in care if that individual has been convicted of a disqualifying crime or is listed on a disqualifying registry.
- Must ensure that the individual has been fingerprinted and approved prior to allowing the individual to work in the child care facility, move into the home, and/ or have unsupervised access to children.
- May terminate the background check or decide not to hire the individual at any stage of the process.
- Must ensure that any background check information provided will only be used for the purpose of determining an individual's eligibility to be connected with a child care program.
- Must retain a copy of the signed Consent and Disclosure form on file at the child care facility.
- Must ensure that all individuals entered into the system for their facility meet the requirements for the comprehensive background check as outlined above.
- Must make the final decision regarding whether the individual is connected with the child care facility.

Part 1 – Consent to Conduct Background and Criminal Record Check (applicant consent)

As a condition of being considered for employment or connection with a child care facility:

- a. I hereby consent to and authorize the Department of Licensing and Regulatory Affairs to conduct a comprehensive background check that includes: 1) a review of the licensing database of individuals with previous disciplinary action within a child care center, group child care home, family child care home, or an adult foster care facility; 2) a search of the individual through the national and state sex offender registries; 3) a search of the individual through all state criminal registries or repositories for any states of residence in the past five years; 4) a request that the Department of State Police perform a criminal history check on the individual; and 5) a search of the child abuse and neglect registry for Michigan and any states of residence for the past five years.
- b. I understand that my personal information and biometric data, being submitted by Livescan, will be used to search against identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) for the purposes listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.

During the processing of this application, and for as long as my fingerprints and associated information/biometrics are retained at the State and/or FBI, they may be disclosed without my consent as permitted by MCL 28.248 and the Federal Privacy Act of 1974, 5 USC § 552a, for all applicable routine uses published by the FBI, including the Federal Register and for the routine uses for the FBI's Next Generation Identification.

Routine use includes, but is not limited to, disclosure to: governmental or authorized nongovernmental agencies responsible for employment, contracting, licensing, security clearances, and other suitable determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

- c. I understand that refusing to the comprehensive background check or knowingly providing false information in connection with a background check will result in my being found ineligible.
- d. I understand that the child care provider will make the final decision regarding whether I am connected with the child care facility. I also understand that the child care facility may terminate the background check or decide to not allow me to be connected with the child care facility at any stage in the process.
- e. I agree to provide all the information necessary to conduct a comprehensive background check.

Applicant's Name (Printed) _____

Applicant's Signature _____ Date _____

Part 2 –Disclosure Statements (applicant disclosure)

Convictions for certain crimes, and/or being listed on certain registries, will make an individual ineligible to be employed at or connected to a child care facility. For more details on the convictions or registries, go to www.michigan.gov/ccbc.

Listed below are all offenses that I have been convicted of and/ or a substantiated finding of child abuse and/ or neglect was found. (Attach additional sheets if necessary).

Offense	Date of Conviction/ Finding	City	State

I certify that the above statements are correct and complete to the best of my knowledge and that failure to provide accurate information may result in a determination of ineligible.

Applicant's Signature

Date

Part 3 – Final Employment and Reporting Requirements

After a determination of eligible:

- I understand that if I am a child care licensee, licensee designee, and/ or program director, I am required to report to the department within 3 business days after I have been arraigned for or convicted for a crime listed in MCL 722.115r.
- I understand that if I am a child care staff member, I am required to report to the child care facility within 3 business days after I have been arraigned for or convicted for a crime listed in MCL 722.115r.
- A child care center licensee, licensee designee, or program director, group child care home licensee, and family child care home licensee shall report to the department within 3 business days after receiving a report from a child care staff member under subsection (b) or knows or reasonably knows that a member of the household has been arraigned for or convicted of 1 or more of the crimes listed in MCL 722.115r.
- If I fail to report an arraignment or conviction of a crime listed in MCL 722.115r and the crime involved in the violation is a misdemeanor that is a listed offense or is a felony, I am guilty of a felony punishable by imprisonment for not more than 2 years, a fine of not more than \$2,000.00, or both.
- If I fail to report an arraignment or conviction of a crime listed in MCL 722.115r and the crime involved in the violation is a misdemeanor that is not a listed offense, I am guilty of a misdemeanor punishable by imprisonment for not more than 1 year, a fine of not more than \$1,000.00, or both.

I certify that the above statements are correct and complete to the best of my knowledge.

Applicant's Signature

Date

Part 4 – Individual Rights

- a. I understand that upon my written request, the department will provide a copy of any disqualifying record information found on any of the relevant registries or databases.
- b. I understand that if I believe the results of any disqualifying information found on any relevant registry is inaccurate, it is my responsibility to contact the agency that maintains the registry to correct the registry information.
- c. I understand that if I believe the results of the criminal history fingerprint record are inaccurate, or if the conviction contained in the criminal history record is one that was expunged or set aside, I may file a redetermination request with the Department of Licensing and Regulatory Affairs.

Procedure to obtain a change, correction, or update of identification records:

If, after reviewing his/ her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections, or updating of the alleged deficiency, he/ she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/ her challenge as to the accuracy or completeness of any entry on his/ her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Rd., Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency. (28 CFR § 16.34)

Applicant's Signature

Date

**THIS FORM MUST BE MAINTAINED IN THE EMPLOYEE FILE
AND SHALL BE MADE AVAILABLE TO THE CHILD CARE
LICENSING DEPARTMENT UPON REQUEST**

Part 5 – Applicant Information required to process a comprehensive background check.

Individual Information

Social Security
Number - -
Date of Birth / /

Facility and Role

Facility UM-Dearborn Early Childhood Education Center

Role

- ☐ Adult Household Member
☒ Child Care Staff Member
☐ Licensee
☐ Licensee Designee
☐ Licensee/Licensee Designee
and Program Director
☐ Program Director
☐ Unsupervised access to children

Personal Information (Legal Name)

First Name _____ **List All Previous Names** _____
Middle Name _____
Last Name _____
Suffix _____

Place of Birth (State) _____
Citizenship, Country of _____

Height _____

Weight _____

Hair Color _____

Eye Color _____

Gender ☐ Male ☐ Female

Race _____

Address

Country _____ Address _____
City _____ State/Province _____ Zip _____ County _____

Add previous address as needed

Country _____ Address _____
City _____ State/Province _____ Zip _____ County _____

Add previous address as needed

Country _____ Address _____
City _____ State/Province _____ Zip _____ County _____

Phone/E-mail address

Phone Number _____
Email _____

Driver's License or State Identification

Number _____
State issued _____

Residency

Did applicant continuously reside in Michigan within the last five years?

☐ Yes

☐ No

Previous address (use additional paper, if applicable)

If No, you must
complete previous
addresses

Date of Residency From _____ To _____

Country _____ Address _____
City _____ State/Province _____ Zip _____ County _____

Add previous address as needed

Date of Residency From _____ To _____

Country _____ Address _____
City _____ State/Province _____ Zip _____ County _____



University of Michigan-Dearborn Early Childhood Education Center Policies and Agreement

Practicum Student's Name: _____

Mutual Respect Policy

A school is a place that promotes responsibility, respect and civility in a safe learning and teaching environment. All members of the school community are to be treated with respect and dignity and have the right to be safe and feel safe in the school environment.

The Mutual Respect Policy applies to all individuals involved in the school community – children, parents and family members, volunteers, teachers, university students and other staff members – whether during school hours or at school-authorized events or activities.

Members of the school community are expected to use appropriate means to resolve conflict. It is our responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Insults, yelling, offensive language, disrespect, and other hurtful acts whether physical or verbal disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they

- Show an active interest in their child's school work or progress
- Communicate regularly with the school
- Ensure that their child attends school regularly and on time
- Make every effort to pick up their child on time and/or make appropriate arrangements for extended care
- Report their child's absence (and illness if applicable) or late arrival to the school
- Bring their child to school prepared to participate in all aspects of the curriculum including outdoor play
- Discuss concerns with the appropriate person (See Parental Grievance Policy) at the appropriate time.

Our student staff and university students may not be able to help you resolve the issue. Please address concerns with the lead teachers or ECEC administrators when applicable. Some matters should be discussed outside of the classroom away from the children.

Administrators, teachers, school staff and university students are early childhood professionals and role models. They reinforce this when they:

- Help children, university students and staff work to their full potential and develop self-worth
- Communicate regularly and meaningfully with parents, staff, university students, faculty and other ECEC colleagues
- Arrive at school regularly and on time
- Promptly report their absence (and illness if applicable) or late arrival and make appropriate arrangements for coverage of their scheduled hours
- Demonstrate respect and model appropriate behavior towards everyone in the program
- Resolve conflicts or differences in an appropriate manner and place. Please discuss observations, questions or concerns with the lead teacher or an ECEC administrator when applicable. Some issues should not be discussed in the classroom in front of children
- Work collaboratively with families, staff, university students and faculty to support learning and development.

Our goal for interactions is one of respect, understanding, continuous growth and improvement. We will respond without hesitation to any ideas and concerns fitting within these boundaries. As a learning community, we consider it necessary to take up matters in a spirit of courtesy and patience, in a manner free of hostility or abuse, and with a willingness to arrive at equitable solutions. Anyone who treats a member of the community poorly, is non-cooperative or refuses to follow our mutual respect policy may be asked to withdraw from the ECEC program.

Child Protection Law Act No. 238

A licensed child care organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident. You may suspect abuse by physical evidence, conversations with a child or witnessing an interaction between parent and child or staff and child.

Procedure for reporting abuse or neglect at the ECEC:

- *Show the lead teacher any suspicious marks on the child.
- *Teacher will talk to the parents about the marks.
- *Teacher will report the results of the discussion to the education coordinator.
- *A decision to report will be made if reasonable cause is determined.

Conversation with a child and observation of interaction between parent/child or staff/child:

- *Write up conversation or observation immediately.
- *Turn report in to the lead teacher or education coordinator.
- *The director of Campus Safety will be called if further investigation is necessary.
- *A decision to report will be made if reasonable cause is determined.

All information gathered about such matters must be regarded as strictly confidential and only discussed with the appropriate people

If you do not agree with the decision, you can make the report yourself by calling the local child protection agency. The identity of the reporting person shall be confidential, subject to disclosure only with the consent of that person or by judicial process.

- **I am aware that the abuse and neglect of children is against the law.**
- **I have been informed of the Center's policies on child abuse and neglect.**
- **I know that I am mandated by law to report abuse and neglect.**

Good Moral Character

The Child Care Organization and Adult Foster Care Facility Licensing Act required the Michigan Department of Social Services to be satisfied the staff of a licensed facility is of good moral character. Criminal convictions do not in and of themselves indicate a lack of good moral character nor represent risk and predictable harm. The following factors are considered by the Bureau in its determination of good moral character: circumstances surrounding the offenses, length of time since the offenses and evidence of rehabilitation.

Please take the time to fill out this form by checking any of the following that apply to you.

A. Conviction of any crime involving a substantial misrepresentation of any material fact, including the following:

Bribery Fraud Filing of false claims Aiding or abetting the filing of false claims
Allowing an establishment to be used for illegal purposes.

B. Conviction of any crime involving any of the following:

Homicide Murder Manslaughter Mayhem Negligent homicide
Attempts to commit any of the offenses specified in sections 1 & 2 of the subdivision

C. Conviction of any crime, felony or misdemeanor involving either of the following:

Assault Battery

D. Conviction of any crime which involves a violent act or a threat of a violent act, against a person, or a crime constituting a sexual offense, which shall include any of the following:

Criminal sexual conduct in any degree Activity for profit involving any of the following:
Child abuse, neglect, or exploitation Kidnapping
Adoption schemes Prostitution or related crimes
Cruelty toward, or torture of, any person
Attempts to commit any of the offenses specified in sections 1, 2, 3 of this subdivision

E. Conviction of any of the following crimes:

Robbery Armed robbery Burglary Receiving stolen property Concealing stolen property
Extortion Obtaining property by false pretense Larceny by trick Larceny by conversion
Embezzlement Arson Offenses involving narcotics, alcohol or controlled substances that result in a felony conviction
Offenses involving any of the following:
 Adulterating drugs, controlled substances, or preparations Poisoning
 Unlawful manufacture or delivery of drugs or possession with intent to manufacture or deliver drugs
Attempts to commit any of the offenses specified in 1, 2, 3 of this subdivision

If you have checked any of the above sections, please explain:

☐ I have not been convicted of any of the above.

☐ I swear the above information is true to the best of my knowledge.

Audio-Visual Permission

As you know, the University of Michigan-Dearborn Early Childhood Education Center serves as a child-observation and teacher-training setting for the School of Education (see the Parent Handbook under section titled "General Description"). As such, the ECEC is committed to seeking the best possible care for the development of children as well as providing an educational setting for students of Early Childhood.

In our desire to serve the children and our students, the faculty and staff may occasionally wish to film, photograph, audiotape or videotape teacher/child interactions. This material may appear in mediums such as brochures, the university website, blogs, or teaching portfolios. Our purpose is twofold: to observe children's responses to different teaching methods and to demonstrate valuable methods for future teachers and others within the profession. As always, our intent is to continue to provide the finest quality care for your child and the children who will be served by our students in the future. In order for us to utilize such films, photographs, audiotapes or videotapes of the children's activities, we must have your consent. Please read the following carefully, and if you agree, sign and return it to us.

I have read all agreements above and have approved it by my signature below.

Signature of Practicum Student

Date

Printed Name of Practicum Student



Early Childhood Education Center
18501 Rotunda
Dearborn, Michigan 48124
(313) 593-5424 Fax (313) 583-1185

Accredited by the
National Academy
of Early Childhood
Programs



PRESCHOOL PERSONNEL HEALTH REPORT

Date: _____

To the best of my knowledge _____

is in good health and physically capable of performing the duties required of preschool personnel.

Physician's Signature

Degree or License

Physician's Printed Name

Address

City

State

Zip

Phone

Professional Guidelines for Dress Code

When you are doing a practicum or student teaching in a school setting you must dress appropriately. Dressing professionally puts you at a distinct advantage when dealing with students, parents, and administrators. Listed below are guidelines to follow¹:

I. Shoes: Dress shoes, dress boots, or dress sandals

- No athletic shoes (unless physician directed)
- No flip flops or other beachwear
- No stiletto heels

II. Pants: Dress or business casual pants/slacks, mid-calf or longer

- No shorts of any kind
- No leggings, jeggings, etc.
- No jeans

III. Shirts/blouses/sweaters: Dress shirts, dress blouses, turtlenecks, or sweaters

- No strapless, spaghetti straps, or tank tops
- No shirts or blouses with low necklines or short midriffs
- No casual t-shirts, logo t-shirts, or sweat shirts (exception - school spirit wear on specified days)

IV. Skirts/dresses: Business dresses, skirts, or suits

- No mini skirts
- No party dresses

V. General: Clean, neat, attire

- No see-through pants, shirts, or blouses--undergarments must not be visible
- No garments that expose skin or undergarments when movement occurs
- No tight or form fitting clothing
- No distracting jewelry

VI. Personal Appearance: Be professional; your appearance should not be distracting to anyone.

- Keep body art covered
- Remove non-traditional body piercings
- If you use makeup or hair color, keep it professional

¹ When in doubt, please follow the dress code of the placement