

Troy Cooperative Preschool

Dear Co-op Member,

As of July 1, 2000, the Department of Consumer and Industry Services requires all licensed child care facilities to develop and implement a written screening policy for all staff and volunteers, including parents who have contact with children.

Our policy at Troy Cooperative Preschool is as follows:

1. All staff members and the Board President are required to complete a Criminal Record Clearance form. This is then processed through the State Police Files and then filed with our licensing agent.

2. Staff will not be allowed in the school if either of the following conditions apply:
- a. They have been convicted of child abuse or neglect.
 - b. They have been convicted of a felony involving harm or threatened harm.

3. All parents working in the classroom are required to sign and date a Criminal Conviction Disclosure Statement (attached form). This means any adult who fulfills your working commitment be it your spouse, nanny, grandparent, etc. If you have more than one person in your family participating in the classroom, each must complete the form.

Please return the form in a sealed envelope with your name on it. This information will be available only to the President and will remain confidential.

We are all working to provide a safe nurturing environment for all of our children. Thank you for your cooperation and understanding in this matter.

The Board

Troy Cooperative Preschool
Criminal Conviction Disclosure Statement

To Whom It May Concern:

I, _____, have never been convicted of anything other than a minor traffic violation.

I have never been involved in any investigation of child or adult abuse.

Signature _____
Date

If you are unable to sign the above statement, please give the details below. This information will remain confidential, but is a condition of participation in the classroom of a child care center licensed by Michigan Department of Consumer and Industry Services.

Place in sealed envelope with your name on it and return to: TCP President