

To: All Island Preschool Co-op Child Care Workers & Classroom Volunteers
From: Membership/GDCNC Rep, Island Preschool Co-op
Re: FIA Clearance

We are looking forward to another successful year at Island Preschool Co-op. As you know, our program thrives because of the collective efforts of the Island Preschool Parents and Staff. According to States Law all adults working with Co-op children must have FIA Clearance prior to the start of each new school year. Effective immediately, all unsupervised volunteers and staff members offering contact with children while in the care of a child care center, must have clearance form the FIA, confirming “that he or she has not been placed on the central registry for substantial abuse or neglect...”

This necessary procedure ensures the safety of your child, and every other child in the Co-op Program. As an example, only a volunteer with FIA clearance can take a child to the bathroom without direct supervisions from a paid staff person. **ALL VOLUNTEER PARENTS/ADULTS WILL NEED THE FIA CLEARANCE.**

Each volunteer parent/adult will need to visit the Department of Family Services in Taylor, Michigan to receive clearance. Please make time in your schedule to accomplish this BEFORE the start of the preschool year. Please follow the five steps below to acquire the required clearance:

1. Visit the FIA in person (no appointment necessary):
Wayne County DHS
Children & Family Services
25350 Ecorse Rd.
Taylor, MI 48180
2. Bring your Social Security Card and Drivers License to the address above.
3. You may need to provide the FIA with the name & address of the preschool.
Island Co-Op Preschool, Inc.
23276 East River Road
Grosse Ile, MI 48138
734-675-5825
4. You will need to collect your proof of FIA clearance in person or have it mailed to you. (It may be necessary for you to return after a 24-48 hour period in order for the office process your request.)
5. Turn in your FIA Clearance letter to the GDCNC/Membership Board Member.