

# Child Abuse and Neglect Clearance and State of Michigan Criminal History Check required for all employees and volunteers

2007

**It is the policy of the “Crayon Box” Andrews University Children’s Learning Center to conduct a Child Abuse and Neglect Clearance check through Central Registry of DHS, and a State of Michigan Criminal Record through ICHAT. We do not process a National Criminal History Check.**

Should a criminal report include information which suggests the employee is inappropriate to work with children, the employer will investigate the accurateness of the criminal history report and allow the employee a reasonable amount of time to refute the contents. During the course of this investigation, the employer reserves the right to suspend without pay the employee until the matter is resolved to the sole satisfaction of the employer.