# Agapeland Preschool Volunteer Handbook

## Guidelines and expectations for serving as a volunteer 2018-19

## January 2018 Update Regarding FBI Criminal History Report

## A Ministry of Christ United Methodist Church

## 145 Disciple Drive, Selinsgrove, PA

## 570.374.8539/www.agapeland.net

# Expectations and guidelines for Volunteering:

Agapeland Preschool would like to thank you for your interest in volunteering. Your time, talents and energy will benefit the students of Agapeland Preschool and enhance the services we are about to provide. We hope that through your service to Agapeland Preschool, you will experience the same rewarding satisfaction that our staff does on a daily basis.

As we strive to meet the needs of each student, your help is necessary. The information provided in this handbook will hopefully aid you in your role of a volunteer. We look forward to working with you during this year.

# You are part of an education team

Parents and Community volunteers are an important part of our preschool and are encouraged to be active in making the preschool experience a positive one. Working closely with the classroom teacher and school staff includes:

* Following the direction of an Agapeland Preschool staff member
* Respecting privacy of teachers and students by not discussing school matters away from the classroom
* Committing to working in a classroom to support and improve education for all students
* Seeking help from the teacher when you need additional information or instruction
* Sharing ideas and constructive comments with the teacher.

# Enjoy working with students by

* Finding ways to establish a good rapport with students
* Providing help and assistance without doing work for the students
* Showing genuine interest in each student
* Using patience and kindness

If you cannot make your scheduled volunteer time, please notify Agapeland Preschool so the teacher and students will know you will not be there. Please do not bring youngest children to Agapeland Preschool during your volunteer hours. You will be asked to turn your cell phone on silence while you are volunteering the classroom and are discouraged from making personal phone calls while on volunteer duty. You may take photos of your own child, but please do not tag others unless you have permission from the child’s parents.

# Safe Sanctuaries

It is not only the policy of Agapeland Preschool, but also Christ United Methodist Church to abide by a few simple rules:

* 1. Two adult rule- No matter the size of the group, two unrelated adults shall be present with participants at all times. These adults will have completed the screening process delineated above. One of these adults may be a “roamer” who moves in and out of the rooms.
	2. No child or youth or vulnerable adult will be left unsupervised
	3. All activities should occur in open view.
	4. Bathroom needs- When possible, children will be encouraged to take care of their own bathroom needs, but should a child require assistance, the outer bathroom door will remain open while the Safe Sanctuaries certified volunteer assists the child, with an additional volunteer present…When accompanying a child to the bathroom, the Safe Sanctuaries certified volunteer will check bathroom and stalls prior to the child entering the bathroom. A non-certified volunteer should NEVER provide assistance with bathroom needs.

This is only a snapshot of our Safe Sanctuaries Policy, but you should know that we take the physical, emotional and spiritual safety of children and youth VERY seriously.

# Responsible Reporting

As a volunteer of Agapeland Preschool, you are a mandated reporter of suspected child abuse and you are required, by law, to report suspected child abuse if you have reasonable cause to suspect that a child is a victim of child abuse.

If you suspect that a student is a victim of Child Abuse, you shall make an immediate and direct report of suspected child abuse to ChildLine either electronically at <http://www.compass.state.pa.us/cwis>, or by calling 1-800-932-0313.

\*Portions of this volunteer handbook were inspired by the Selinsgrove Area School District Volunteer Handbook: Guidelines and expectations for serving as a volunteer 2015-2016.

How Do I Become A Volunteer of Agapeland Preschool?

Volunteers are parents or community members who voluntarily offer a service to Agapeland Preschool without compensation. The following steps must be completed prior to starting actual volunteer services:

1. Complete the Volunteer Application Form and return it to Agapeland Preschool Director.
2. After initial approval from Agapeland Preschool Director, you will need to obtain your clearances which include the Pennsylvania State Police Criminal Records Check, the Child Abuse History Clearance and completing an affidavit or the Federal Criminal History Background Check.
* If you have lived within the state of PA for the past 10 years, you need to complete the affidavit along with the PA Criminal Record check and Child Abuse History Clearance. The affidavit needs to be notarized. Check your local bank for this service – they often do it for free, or up to $5.
* If you have lived outside of the state of PA during the past 10 years, you need to complete the FBI Criminal History Report, along with the PA criminal Record check and Child abuse History Clearance. This Clearance cost $21.35.
1. You will need to complete an “Agapeland Preschool Safe Sanctuaries” Training
* Trainings will be held at Agapeland Preschool open house and one evening after the start of school. Volunteers need only attend one.
* Proof of completion of the on-line Mandated Reporter Training required by the Selinsgrove Area School District will also be acceptable training. [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)

Clearances

As a volunteer of Agapeland Preschool and Christ United Methodist Church, clearances are required every five years. Child abuse clearances and state criminal background checks are offered free for volunteers. Affidavits can be easily notarized at your local bank.

Annual Approval

You will need to complete the volunteer application each year to assure we have your correct contact information. Clearances are valid for five years.

Agapeland Preschool Volunteer Application

|  |  |
| --- | --- |
| Volunteer Contact Information |  |
| Name |  |
| Street Address |  |
| City, St, Zip |  |
| Primary Phone |  |
| Work Phone |  |
| E-mail Address |  |

|  |  |
| --- | --- |
| Person to Notify in Case of Emergency |  |
| Name |  |
| Street Address |  |
| City, St, Zip |  |
| Primary Phone |  |
| Work Phone |  |
| E-mail Address |  |

*What would you like our Agapeland Staff to know about you?*

|  |
| --- |
|  |

*Have you ever been charged with, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?* **Yes**  **No**

If yes, please explain fully: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By submitting this application, I affirm that the facts set forth in it are true and complete and that I have read the Agapeland Preschool volunteer handbook.

|  |  |
| --- | --- |
|  |  |
| Name (printed) |  |
| Signature |  |
| Date |  |

PROCEDURES FOR VOLUNTEER CLEARANCES

**1. PENNSYLVANIA STATE POLICE CRIMINAL HISTORY REPORT**

a. Go to https://epatch.state.pa.us

b. Part way down click on “New record check (Volunteers Only)”.

c. Follow instructions. (Call the Helpdesk at 1-888-783-7772 if assistance is needed.)

d. Free of charge once every 57 months if volunteer swears or affirms in writing that: the background

 certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law;

 the volunteer has not received a background certification free of charge within the previous 57 months;

 and the volunteer understands that the certification shall not be valid or used for any other purpose.

e. If no criminal record, clearance will be generated immediately, AND THEN PRINT.

f. Original must be reviewed by church for verification of authenticity, and a copy is made,

 initialed and dated by person viewing it for the church’s records and give the original back to the individual.

**2. PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE**

a. Got to https://www.compass.state.pa.us/cwis/public/home

b. This will be completed online

c. Create Individual Account and get a Keystone ID

d. Continue to do the clearance. Check “Volunteer Having contact with Children.”

e. Volunteer Category is “Other.” For Agency Name, put name of your church.

f. You will need your Social Security number, email address, phone number, current address, all previous a

 dresses since 1975, and names of all household members with whom you’ve shared a residence since 1975.

 At least one parent’s name is needed, even if they are deceased.

g. Free of charge once every 57 months if volunteer swears or affirms in writing that the background

 certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law; the

 volunteer has not received a background certification free of charge within the previous 57 months; and the

 volunteer understands that the certification shall not be valid or used for any other purpose.

h. If clearance is approved during the online process, you will be able to see and print your clearance. Use

 your Keystone ID to return to the site

i. Call the helpline at 1-877-343-0494 if assistance is needed.

j. Check that you want a copy mailed to you. Clearance certification will come in the mail to the person

 requesting the report – Original must be reviewed by church for verification of authenticity, and a copy is

 made, initialed and dated by person viewing it for the church’s records and give the original back to

 individual.

k. OPTION – If unable to complete the application online, you can print Form CY113, application for PA Child

 Abuse History Clearance Application, at http://www.keepkidssafe.pa.gov/ under Resources, click on Forms.

 Fill it out and mail it in following instructions on the form.

**3. FBI CRIMINAL HISTORY REPORT (Fingerprint-based background check)**

a. Go to https://www.identogo.com This is a new system effective November 30, 2017.

b. Click on “Get fingerprinted.” Put in your state.

c. Click on “Digital Fingerprinting.” Enter Service Code: 1KG6ZJ – DHS Volunteer

d. Schedule appointment. This will step you through the process to sign up for an appointment at a center of

 your choice, in your region.

e. Estimated amount due is $21.35

f. Call the Helpdesk at 844-321-2124 if assistance is needed.

g. NOTE: The FBI Criminal History Report is not required for incumbent or prospective volunteers:

 (i) who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign a Volunteer Affidavit affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct volunteer contact with children; (ii) who have received such Report at any time since establishing residency in Pennsylvania and provide a copy of the Report to the person responsible for the selection of volunteers.

**4. All three clearances must be obtained EVERY 60 months.**

**AFFIDAVIT**

**COMMONWEALTH OF PENNSYLVANIA )**

 **) ss:**

**COUNTY OF SNYDER )**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ swears and affirms as follows:**

 **[Insert Full Name Here]**

1. **I wish to serve as an unpaid volunteer for Christ United Methodist Church.**
2. **I am submitting this Affidavit to Christ United Methodist Church in accordance with the provisions of Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section 6301 et seq.**
3. **I understand that Christ United Methodist Church will be relying on my statements in this Affidavit for the purpose of determining whether I may serve as an unpaid volunteer for Christ United Methodist Church.**
4. **I have been a Pennsylvania resident during the entirety of the ten-year period immediately preceding today’s date.**
5. **I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the Pennsylvania Child Protective Services Law, in that:**
6. **I have never been convicted of any of the following criminal offenses under the Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.:**
	* 1. **Chapter 25 (relating to criminal homicide);**
		2. **Section 2702 (relating to aggravated assault);**
		3. **Section 2709.1 (relating to stalking);**
		4. **Section 2901 (relating to kidnapping);**
		5. **Section 2902 (relating to unlawful restraint);**
		6. **Section 3121 (relating to rape);**
		7. **Section 3122.1 (relating to statutory sexual assault);**
		8. **Section 3123 (relating to involuntary deviate sexual intercourse);**
		9. **Section 3124.1 (relating to sexual assault);**
		10. **Section 3125 (relating to aggravated indecent assault);**
		11. **Section 3126 (relating to indecent assault);**
		12. **Section 3127 (relating to indecent exposure);**
		13. **Section 4302 (relating to incest);**
		14. **Section 4303 (relating to concealing death of child);**
		15. **Section 4304 (relating to endangering welfare of children);**
		16. **Section 4305 (relating to dealing in infant children);**
		17. **A felony offense under section 5902(b) (relating to prostitution and related offenses);**
		18. **Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);**
		19. **Section 6301 (relating to corruption of minors);**
		20. **Section 6312 (relating to sexual abuse of children); or**
		21. **the attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.**
7. **I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.**
8. **I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today’s date.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Insert full name here]**

**Sworn to and subscribed**

**before me this \_\_\_ day of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notary Public**

**My Commission Expires:**