

LOWER PROVIDENCE PRESBYTERIAN PRESCHOOL

CO-OP PROGRAM AND CLEARANCES

September 1, 2023

Prior to COVID, LPPP offered a "Co-Op Program" where parents, guardians, and grandparents could share in their child's/grandchild's school experience. We have brought back that special part of our program. Each child has a "Special Day" scheduled by their teacher which rotates through all the children in their class.

For ANY adult to participate in this program, they **MUST** have 3 separate clearances completed. **There will be NO EXCEPTIONS!!** These clearances **MUST BE ON FILE 1 WEEK PRIOR** to attending the "Special Day". See clearance information below.

"Special Day" Visitor Expectations

Your child's "Special Days" are special! We ask that you be helpful to the classroom teachers. Cell phones must be put away and only available in case of an emergency. If you should need to use your phone, we ask that you step outside the classroom. Any pictures taken, should be of YOUR CHILD ONLY!

For the safety of the children, **NO HOT BEVERAGES** are permitted in the classroom.

Your child's teacher will inform you of the "Special Day" calendar schedule.

PLEASE NOTE: Attending Special Days is **NOT MANDATORY** but **ENCOURAGED!** It is on a volunteer basis.

REQUIRED CLEARANCES for volunteers in the presence of minors:

- 1. PA Child Abuse History Clearance (FREE)**
- 2. PA State Police Clearance (FREE)**
- 3. FBI Criminal History Clearance Cost is \$23.25**

Exception for # 3: If you **have been a resident of Pennsylvania for 10 or more years, a signed affidavit is all that is required.** I have provided the FORM.

If you have **not been a resident in Pennsylvania for at least 10 years,** then you must go through and **provide the FBI Criminal History Clearance.**

PLEASE NOTE: These clearances are valid for 5 years and all are required by Pennsylvania law.

To obtain your clearances:

- Go to www.dhs.pa.gov/KeepKidsSafe/Clearances
- From there you will select clearances
- Scroll down until you see the 3 necessary clearances

Any questions regarding these requirements, please contact the Preschool Director.

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below 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 this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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 this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes 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 this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____