



April 1, 2022

Dear Parents,

We believe that parent volunteers are essential to run a quality program such as ours. We take pride in the additional programs that we offer. Our parent volunteers assist in helping out with Holiday Parties, the annual Thanksgiving Feast, and field trips (for 4/5's). ALL required clearances must be on file before you volunteer in a classroom. **NO EXCEPTIONS!**

It is a state law in Pennsylvania that you must obtain these clearances in order to volunteer with children. You can apply for the Act 33 and 34 clearances online and without charge. There is a third clearance, **the FBI fingerprint screening, the FBI screening clearance is needed only if you have NOT lived in the State of Pennsylvania for the past ten (10) years.** (If this is your situation, please go to <https://www.identogo.com/locations/pennsylvania> Service Code 1KG6ZJ for instructions.) Once obtained, all three of these clearances are valid for five years at our Preschool, and can be used anywhere else that you volunteer for up to five years, based on the policy of the individual organization. If you have already turned in your clearances, you do not need to submit the forms again unless they are over five years old.

The attached form must be completed and returned to the school office with a copy of your clearance results if you are planning on volunteering at the Preschool this coming school year. We must have a completed clearances packet (consisting of a signed application form and a paper copy of all required clearances) on file in the Preschool office by **October 15, 2022.** **We will NOT be accepting any clearances after the deadline.**

Please keep in mind:

- We will not accept incomplete forms (missing information and/or signature(s)) or incomplete packets; **DO NOT** submit the application form or any clearance result forms individually; wait until you have **ALL** necessary paperwork for a complete clearance packet and **submit it all at one time** (the office will not be responsible for the loss of any loose paperwork)
- Incomplete forms and/or packets (loose forms) will be returned;
- Viewing results online on a phone or other device is not an acceptable option; printed result forms must be submitted to be kept on file;
- Permission to volunteer will not be granted unless a **complete** clearance packet is on file.

Please feel free to contact me if you have any questions.

Sincerely,

Jamie Carr, Director