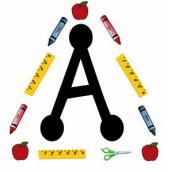




Annunciation Pre-

A ministry of
Cathedral of the Annunciation



Safe Environment Preschool Packet

Dear parents and preschool classroom volunteers,

All classroom volunteers and field trip drivers (**even if you are only driving your own child**) will need to be fingerprinted in accordance with the Diocese of Stockton volunteer policies. Only parents who have completed the Safe Environment process, including fingerprinting and the online training, will be allowed to drive their child on field trips and volunteer in the classroom.

All parent classroom volunteers and field trip drivers (**even if you are only driving your own child**) need to submit the following paperwork:

1. Complete and return a Parish Volunteer Application
2. Review and complete On-Line Training Program (*Protecting God's Children* through VIRTUS Online—registration instructions are included; Return Certificate of Completion) **RENEW EVERY THREE YEARS**
3. Complete DOJ Fingerprinting (Form and List of Livescan Agencies included in packet; Return signed copy of Livescan form to preschool)
4. Submit document that shows current T.B. test results
5. Read the Code of Pastoral Conduct (Included in packet; Fill out, sign and return the Acknowledgment Page on page 9 and the Volunteers Code of Conduct on page 10)
6. Read the Diocese of Stockton Standards of Conduct (Included in packet; Fill out, sign and return the Acknowledgement Page)

The packet does include a list of Live Scan agencies in the area. The Diocese of Stockton does their best to keep this list as current as possible. Parents of Annunciation Preschool have had the most success with making appointments at the San Joaquin Office of Education on Arch Road.

Thank you for your understanding and support,

Shannon Rodriguez
Director of Early Childhood Ministries