



MOUNT CALVARY CHRISTIAN SCHOOL

Dear Volunteer:

I want to thank you for your willingness to be one of our school volunteers. The Volunteers In Partnership (VIP) Program has expanded and is in need of many volunteers through the school year. Without our VIP's, the school would not be able to have so many great programs. You are a vital piece to our success!

This packet includes the volunteer application & reference forms, the agreement to support school policy and procedures, some guidelines about safety, discipline and dress code, and descriptions of clearances that are needed. As a general rule, *any volunteer who will be in direct contact with students while acting as an MCCS volunteer MUST complete and return to the school all attached paperwork and provide MCCS with a physician's statement of negative results of a TB test at least one week prior to his/her VIP service at MCCS.*

A Pennsylvania law, House Bill 425 and Act 126, requires that all of our volunteers participate in a free online course involving training in Recognizing and Reporting Child Abuse.

Following is a checklist of the forms and clearances you need to complete. We hope everything can be done quickly. If you have any questions concerning this process, please call the school.

- _____ Please keep "VIP Program Volunteer Guidelines" for your reference
- _____ Volunteer Application
- _____ Volunteer References (2)
- _____ Agreement to Support School Policy & Procedures
- _____ Act 153 paper; initialed and signed
- _____ Pa. State Police Request for Criminal Record Check
- _____ Pa. Child Abuse Clearance Instructions
- _____ FBI Criminal History Record Instructions (\$22.50 fee, only necessary under certain Conditions. See back of Act 153 paper for details)
- _____ Certificate printed from completion of online training in Recognizing and Reporting Child Abuse
- _____ TB Test (done at volunteer's expense)

Again, my sincere gratitude for your attitude of service. You will also serve as a role model as we *Mold Children for Christ's Service.*

In His Service

Dr. Daniel Sheard

Dr. Daniel Sheard
Superintendent

5.30.18



VIP Program

Volunteer Guidelines

Below you will find some guidelines that we hope will help you better understand how you can best minister at MCCS. Please be sure to share your questions or concerns with the staff/faculty member with whom you will be working. You may also contact Dr. Sheard with your concerns. We want your service to be a good experience for you and for the students.

- Dress Code:
 - Please remember that volunteers should abide by the school dress code while helping at school. Ladies may wear slacks. No jeans unless doing work specifically outside. Split skirts and shorts are not acceptable in most circumstances.
 - Kitchen volunteers may wear slacks or split skirts.
- Health & Safety:
 - Please wear rubber gloves supplied by MCCS when handling any body fluids or waste.
 - Be sure to report any health or safety concerns to the classroom teacher or responsible staff member.
- Student Discipline:
 - Do not tolerate a fresh mouth, misbehavior or other forms of disobedience and disrespect. After telling the student your concerns, report your observations to the classroom teacher or responsible staff member.
 - Since the teacher is responsible for correcting the student, after you have shared your concern with the teacher, please do not talk with other people about a student or particular incident.