

January 1, 2017

Dear Village Families,

In order to comply with the Oregon State/Child Care Division Regulations for Recorded Preschool Programs, we need all volunteers over the age of 18 in our classroom to do the following:

1. Read the attached **Background Check Policy**.
2. Read and sign the **ACKNOWLEDGEMENT AND RELEASE OF ALL CLAIMS** form.
3. Complete a Criminal History Verification form for every volunteer from your family. Two forms are enclosed for your convenience.
4. Write a check to Village Preschool for \$5 per person who is submitting a background check form. One check per family is acceptable. Please write "Background Check" in the memo line.

We would like to collect all forms by January 27, 2017. Here are some options for getting your forms and checks turned in:

1. Return them to the VP/Membership mailbox or Lilianna's (Senior class) cubby by Friday, January 27.
2. Mail them to the school PO Box NO LATER THAN January 27, 2017.

Village Preschool  
P.O. Box 516  
Lake Oswego, OR 97034

Thank You!  
Keri Perchick  
Village Preschool President 2016-17

**VILLAGE PRESCHOOL  
BOARD OF TRUSTEES  
BACKGROUND-CHECK POLICY**

Whereas, the Board of Trustees of the VILLAGE PRESCHOOL realizes that educating preschool children in a cooperative setting creates risks to the children incumbent upon their being present in a room with an unsupervised adult other than their parent;

And whereas, the Board considers these risks will be minimized by the use of background checks to screen parents and other volunteers for past convictions that might make them inappropriate candidates to assist in the education of young children or in service to the Board;

And whereas, the Board wishes to act to reduce those risks;

And whereas, the Board is following the requirements of the Oregon Preschool Recorded Program School law;

Now, therefore, the Board declares it the policy of the Preschool that all parent and other volunteers who assist with the operation of any Preschool program, including but not limited to classroom activities and field trips, or service on the Board, will annually complete and submit to the Oregon Department of Education (the "ODE") the documentation required by the ODE for a background check in conformance with ODE requirements, beginning in the 2010-2011 academic year.

The material will be collected by the President at the Board's discretion, who will review that information with the Vice-President/Membership Chairperson and the Treasurer (the "Background Check Committee") to determine whether it suggests that the volunteer should be disqualified from or limited in service to the preschool based on the following criteria:

1. Whether the misconduct was serious and recent enough to affect the volunteer's service;
2. Whether the misconduct was repeated;
3. Whether state or federal laws were implicated;
4. Whether the misconduct is closely related to the individual's responsibilities as a volunteer;
5. What level of threat the volunteer would pose in the position;

6. Whether there is evidence of rehabilitation; and

7. Whether the volunteer's background would reflect poorly on the institution.

If the Committee determines that the misconduct is sufficient to warrant limiting or prohibiting the volunteer's service, the President or past President will so notify the individual in writing. At the discretion of the Committee, the individual may submit information pertinent to the report issued by the ODE and bearing on the seven points above within ten days of notification by the Committee. If one of the members of the Committee or the Chair is the perpetrator of the misconduct, that person will remove himself or herself from consideration of or participation in the decision on the matter.

The Committee will strive to keep information it obtains confidential and use it only for purposes related to determining whether the individual is a suitable volunteer for the Preschool.

Keri Perchick	1-1-2017
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Board President	Date
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Carrie Atikune	1-1-2017
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Board Vice-President/Membership	Date
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**VILLAGE PRESCHOOL  
ACKNOWLEDGEMENT AND RELEASE OF ALL CLAIMS**

I wish to volunteer at VILLAGE PRESCHOOL and understand that the Preschool, in conformance with its policy and Oregon Preschool Recorded Program statutes and administrative rules, will request that the Oregon Department of Education perform a criminal background check on me as a condition of my volunteering for the Preschool.

I understand that volunteering is a privilege and that the decision of whether to allow me to participate is completely within the discretion of the Preschool and its designated authorities. In consideration for the opportunity to volunteer for the Preschool, I hereby release for myself, my spouse, my heirs, executives, and assigns, completely release and discharge the Parent-Child Preschools of Oregon (the "PCPO"), the Preschool, their Boards, officers, employees, and agents and their respective heirs, executors, and assigns from any and all claims, rights, demands, actions, obligations, causes of action of any and every kind, nature, and character, known or unknown, that I may have against any of them arising from or in any way connected with my relationship with them relating to the policy or the execution of my background check.

\_\_\_\_\_  
(Signature)

Name (printed): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Name (printed): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_