

**2017-18 PARENT HANDBOOK**  
**MAPLETON LOCAL SCHOOL**  
**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER AFTER SCHOOL PROGRAM**  
2 Mountie Dr.  
Ashland, OH 44805  
(419) 945-2188

**Welcome!** We are pleased that you have decided to be part of the Mapleton After School program.

**GOAL & OBJECTIVES**

Our goal is to provide a safe, nurturing and stimulating environment for school age children to assist in increasing academic performance and homework completion. We will do this by offering after school child care with hands on learning activities, tutoring and homework assistance. We will also offer enrichment opportunities for the children to be exposed to activities, such as arts, music, technology, recreation, nutrition, and health.

**PHILOSOPHY**

The Mapleton 21<sup>st</sup> CCLC program is designed to meet the child's social, emotional, and physical needs. Based upon play, academic support in reading and math, enrichment activities, and social experience, the program will complement, not imitate the school day.

**LICENSING STATEMENT:**

The 21<sup>st</sup> CCLC Mapleton After School program is licensed by the Ohio Department of Education (ODE). One copy of the license is posted on a Child Care bulletin board and another is included in the site licensing binder. The binder also includes the Rules for School Child Care Programs and the Center's Plan of Operation. Compliance reports from ODE, inspection reports from the Health, Building and Fire Departments of Ashland County, and the Center's license are available upon request at the Ohio Department Education.

The toll free number for the Ohio Department of Education is available on the license and may be used to report a suspected violation of the childcare program.

For the 2017-2018 school year, After School Care at Mapleton will serve elementary and middle school age children Kindergarten – 8<sup>th</sup> grade (ages 5-14) with a capacity of 54+ children. Supervision will not exceed a 1:18 staff/child ratio for ages 5-10 and 1:20 staff ratio for ages 11-14. Children will be in groups of 36 or less maintaining appropriate staff/child ratios.

**NON-DISCRIMINATION POLICY:**

The 21<sup>st</sup> CCLC After School program does not discriminate in the enrollment of children upon the basis of race, color, religion, disability, sex or national origin. Children with disabilities are welcome at After School Care, provided a Medical Physical Care Plan is completed for the child and kept on file. Special education staff will be contacted to assist with necessary accommodations.

## **REGISTRATION, FEES and HOURS:**

### **21<sup>st</sup> Century Community Learning Center After School Program**

Due to Mapleton's participation in the 21st Century Community Learning Center grant, the after school program is free to students who qualify for free lunches.

Fees for students that do not qualify for free lunches are \$1 per day of attendance for students who qualify for reduced lunches and \$4 per day of attendance for students who do not qualify for free or reduced lunches. Each child must be registered by his/her parent or guardian. In compliance with state laws, a medical statement, child information form, and emergency transportation form must be completed before admission to the program.

**Fees:** \$25 Registration Fee (one per family, nonrefundable)  
**\$1.00 late pick-up charge for every minute after 6:00 PM**

**The registration fee is required for each family.**

**Hours:** The 21<sup>st</sup> CCLC After School Program will operate Monday through Friday from **3:00-6:00 PM**

## **SAMPLE DAILY SCHEDULE:**

Please note that schedules will be planned weekly and may be altered to meet the specific needs during peak times of attendance.

3:00 – Arrival/check in, restroom, hand washing and snack  
3:20 – Fitness, large group activity time  
3:30 – Tutoring or homework assistance or non-directed activity time  
4:30 – Enrichment activity  
5:30 – Homework assistance, non-directed activity time, games and crafts  
6:00 - Program closes for the day

## **21<sup>st</sup> CCLC AFTER SCHOOL PROGRAM**

### **ATTENDANCE POLICY**

The following policy will be strictly enforced.

Due to licensing requirements and scheduling, the program cannot permit daily “drop in” students. The program is an educational and enrichment activity grant program not a day care program. Students must attend based on the schedule that is submitted in their registration paperwork. Parents will not be able to call the office and request that their child(ren) stay for after care on a non-scheduled day.

## **21<sup>st</sup> CCLC AFTER SCHOOL PROGRAM**

### **PARENT AGREEMENT**

This agreement is designed to ensure that parents understand the importance of their student(s) attendance at the after school program. We want our students to improve and succeed academically as well be exposed to activities that encourage growth, learning and development in areas other than reading and math. Parental commitment is essential to your student(s)

success in this program.

**21<sup>st</sup> Century Community Learning Center  
Mapleton After School**

**Program Attendance Policy**

Upon completion of enrollment, your child will be occupying an important spot in the Mapleton Afterschool Program. Due to our limited enrollment, we must enforce a strict enrollment policy to ensure that the students filling spots in our program are using their spot consistently. We must also be able to show consistent attendance and conduct regular assessments of your child's academic growth and performance in order to remain compliance with the 21<sup>st</sup> Century grant that funds this program. We are unable to do this if your child does not attend on a regular basis. Our attendance policy is as follows:

1. Your child must attend the program at least 2 days per week. They will be removed from the program if they fail to meet this requirement for 3 consecutive weeks.
2. Your child is expected to remain in attendance for the entire program. Students are required to be in attendance minimally from 3:00-4:30pm daily. Students do not benefit as much from the program if they consistently leave early, and it is disruptive when students are picked up during programming.
3. Parents must contact (call or e-mail) the Assistant Site Coordinator when their child will be absent from program. It is important that we hear from you so we know that your child is safe and where they're supposed to be after school.

Mrs. Sillman, Site Facilitator, can be reached at 419-945-2188 or [mapl\\_dsillman@tccsa.net](mailto:mapl_dsillman@tccsa.net).

\*Exceptions to the attendance policy WILL BE MADE for students participating in sports or other afterschool activities. If your child has an excused absence from school, absence from the After School program is permissible.

**I have read and agree to the above attendance policy.**

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**PARENT AGREEMENT**

By voluntarily enrolling my child in 21<sup>st</sup> Century Community Learning Center I understand that:

1. My child will be required to participate in 30 minutes a day tutoring in reading and math with a qualified teacher.
2. My child will participate in a variety of variety of planned enriched academic activities including homework help, cultural education activities, character education programs, recreational activities and special community events
3. My child will be provided with nutritious snacks.
4. I will be asked to attend a conference with the staff in the event of a serious discipline problem with my child.
5. I may be asked to provide input, in person or in writing, which will help the staff know and serve my child better.
6. Photographs of the children participating in the program may be taken periodically and may appear in the newspaper or other publications unless I inform the Program Coordinator of my/our objections in writing.

I agree to:

1. Complete all forms necessary before my/our child can attend the program.
2. Sign our child out for the afternoon program on the daily attendance sheet or provide the program with permission in writing to allow my child to walk home on his/her own.
3. Inform the staff, in writing, in person, or by phone of the days my/our child may not be in attendance.
4. Give advance notice in writing, in the event I/we chose to withdraw our child from the program. The program reserves the right to remove my child if my child is absent for five or more consecutive days with and appropriate excuse.
5. Agree to pick up my child at the program site no later than 6:00 p.m. In the event of two late pick-ups my child may be dismissed from the program.
6. Notify the school office of any changes in registration information (e.g. address, phone numbers, place of employment, etc.).

A Parent Handbook, which contains information on policies and procedures, has been given to me. I have read the Parent Handbook and also agree to abide by the policies and procedures set forth in the Parent Handbook.

**By my signature below, I agree that the above information is true and complete to the best of my knowledge.**

Signature of Parent/Caretaker	Date
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## **TUTORING SCHEDULE**

Begins in October for those students that are referred and invited to participate.

Grades K-2 Monday and Tuesday

Grades 3-5 Wednesday and Thursday

Friday will be an open session for any students who may need additional assistance

Tutor Sessions will run from 3:30-4:30 PM each day

## **CURRICULUM**

The After school program will continue to use the curriculum that is used during the school day. Age appropriate activities include; computers and other technology, games, science, puzzles, study areas, reading and writing, gym activities, social skills, and cooperative games, Additional curriculum may include My Math, Mine Craft, Touch Math, Kahn Academy, Moby Max, and Lego Robotics. The curriculum will be adapted for students with special needs on an individual basis.

If you need to contact the staff of the After School Program please call 419-945-2188 or text 419-685-1615.

Child Care will only be available on days that Mapleton School is in session.

## **INCLEMENT WEATHER**

The following policy will be implemented in the event of weather delays, cancellations, early release or closures for the After School Program

1. If school is closed due to weather, there will be no after school child care
2. If there is an early release due to weather, 21<sup>st</sup> CCLC after school programming will be cancelled for that day.
3. If ALL after school activities are cancelled due to weather AND school releases at the regular time, there will not be 21<sup>st</sup> Century services. However, after school staff will remain in the building until 4:00 PM to ensure students are picked up.

*Make sure your Honeywell accounts are active and current. This is how you will be notified of delays, cancellations, and closures.*

## **CREDITS/REFUNDS/INVOICES:**

The registration fees are nonrefundable. Invoices will be sent bi-weekly for days in attendance. A late fee of \$10 will be assessed for invoices not paid within (5) five school days of receipt. Invoices not paid within 30 (thirty) days will be subject to collections action and could result in your child(ren) being removed from the program roster.

## **WITHDRAWAL PROCEDURE:**

Should it be necessary to withdraw your child from the program, we ask that you fill out a Withdrawal Form listing the reason and the effective date. Re-enrollment will be subject to review and will be charged a \$5 reactivation registration fee upon approval.

### **ILLNESS/ABSENCES:**

Please keep ill children at home for their own sake and that of other children. If your child is ill or otherwise cannot attend the program, please notify the After School staff by 1:00 pm on the day of the child's absence. It is important that staff know where your child is every day for the child's safety and accountability. Youth with excessive absences may lose their spot in the program to allow a child on the waiting list into the program. Attendance is taken daily and follow up will be done for absent children.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

The child care staff is trained to recognize signs and symptoms of illness and to use proper hand washing and disinfecting techniques.

The parent shall be notified immediately of the child's condition when a child has been observed with signs and symptoms of illness.

A child with any of the following signs and symptoms shall be isolated immediately and discharged to the parent:

- Diarrhea (more than one loose stool within a 24 hour period) if reported;
- Severe coughing, causing the child to become red or blue in the face or to make a whooping Sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of 100 degrees Fahrenheit or above, taken by the auxiliary method and in combination with other symptoms;
- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool if reported; or
- Stiff neck;

A child with any of the following signs or symptoms of illness shall be isolated immediately. While isolated, the child shall be observed for the following symptoms as well as those listed above:

- Unusual spots or rashes;
- Sore throat or difficulty swallowing;
- Vomiting; or
- Evidence of lice, scabies, or other parasitic infestation

If your child has any of these symptoms, you must keep him/her away from the after school program and from school.

If any of these symptoms are discovered by the staff, either upon arrival or during the session, the child will be sent home as promptly as possible. If the child is suspected of having a communicable disease he/she will be observed carefully for worsening conditions. An ill child will be isolated from the other children and made comfortable in a warm, safe environment within sight or hearing distance of the staff, while awaiting a parent or other authorized person to pick him/her up. Linens, blankets, and cots will be laundered and disinfected before use by

another child. No child shall ever be left unsupervised.

If your child has any of the symptoms listed above, you must keep him/her home from the program until the symptoms are gone and until at least 24 hours after the child's temperature has returned to normal without fever reducing medications. If your child has had a rash, please keep him/her home from the program until every blemish is dry or bring a signed, dated note from a licensed physician stating that the rash is not contagious.

A child who is mildly ill and does not feel well enough to participate in activities, but who does not have any of the above symptoms will be given the option to sit quietly and participate in quiet activities if necessary or be sent home.

The communicable disease chart, located on the bulletin board, is displayed and available for parent and staff information and consultation.

Parents will be notified in writing when a child has been exposed to a communicable disease. Exposures will be noted on the bulletin board also.

Child care staff will be free of communicable disease. If staff should incur any communicable disease while at work, a substitute will be called for replacement.

Staff will wear latex gloves when coming in contact with bodily fluids.

Medications will be administered as directed in accordance with ODE guidelines as stated in the following:

*Nonprescription and prescription medication shall be administered in accordance with program policies and procedures and only with the written permission of a parent and only by employees who are health professionals or who have completed drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.*

- (1) *All prescription medicine must be current within the last twelve months, kept in its original container, and have a legible label containing the child's name and written instructions for use from a licensed physician, nurse practitioner or dentist. Medication shall be stored in a designated locked storage place, except that drugs that require refrigeration may be kept in a refrigerator not accessible to children. An inhaler or nonprescription medication may be available to a school child with a special health condition with parental permission and in accordance with the program's policy.*
- (2) *Except in cases of emergency, parents must give the first dose of any newly prescribed medication, so they may personally observe the child's reaction.*

(ODE Rule 3301-32-06)

Children who stay home or are sent home from school due to illness are not permitted to attend childcare that day.

**CONTINUITY OF CARE:**

Each staff member will be responsible for the whereabouts and well-being of each child at all times while they are in attendance in the school child care program. Each classroom/staff member will have a roster of children in which he/she is responsible.

**STAFF and TEACHER COMMUNICATION:**

E-mails will be sent to each teacher from the facilitators with regards to the program on a regular basis as well as a newsletter to communicate with them as to what we are planning. The facilitators will ask for teacher input on lessons that will supplement what they are doing in the classroom.

**SNACKS**

Parents are responsible for reporting any known food allergies for their child on the medical information form. Should a parent wish to provide a snack for the class, a list of ingredients for that snack should also be provided.

Snacks will be provided during the afternoon childcare program. A weekly snack menu will be posted on the Child Care bulletin board. Examples of nutritious snacks provided are: fruit, fresh vegetables, crackers, cereal, etc.

**FIELD TRIPS AND SWIMMING:**

The center may take periodic field trips, which will be done with a trained (CPR and 1<sup>st</sup> aid) staff member on the bus. Before any child participates the center will obtain written permission from the parent or guardian. This permission will include the destination name and address, time of departure, time of return, mode of transportation, and if there will be access to water of more than two feet in depth. Arrangements will be made for staff and children that are not permitted to attend the field trip to stay at the center. Before a child will be permitted to swim or otherwise participate in water play activities in bodies of water two or more feet in depth written permission shall be signed and dated which includes the location of the water site, the child's name, and whether the child is a swimmer or non-swimmer.

**TRANSPORTATION:**

Children will not be transported by Mapleton Schools home from the after school program.

**SAFETY POLICY:**

The 21<sup>st</sup> CCLC After School program at Mapleton School promotes our students' safety as our top priority. It is essential that we know where each child is and where he/she is supposed to be after school.

If your child(ren) is/are not present for daily check in on a day that he/she is scheduled to attend the After School Program, the following steps will be taken:

- Contact the student's regular homeroom teacher to see if they have been notified of a schedule change.
- Contact the elementary school office regarding any messages or phone calls indicating a schedule change.
- Call the child's parent or guardian to verify a schedule change. Please make sure to keep parent/guardian contact information updated. This includes home address, home and/or



cell phone numbers, work numbers and emergency contact numbers.  
Following are additional child safety policies:

1. Children will not be left alone or unsupervised.
2. Child care staff will greet youth as they enter to check for communicable disease and note their presence.
3. **Children are to be signed out by parent or guardian each day.**
4. Children will be released only to those registered on the release form unless written instructions from the parent grants dismissal to another person.
5. Telephones are located in the child care room.
6. Routine fire drills, tornado drills, and emergency lock down drills will be completed in accordance with state regulations.
7. Fire emergency and weather alert plans are located on the bulletin board and in each classroom.
8. Emergency exit routes are posted in each room.
9. In the event that a child needs emergency transportation, the facilities listed on emergency medical forms by the parent will be called to assist.
10. When any child is injured, has an accident, or requires emergency transportation an incident report will be completed. Copies will be put in child's file, and one will be given to the parent. A child observation form will be completed for any child showing signs of communicable disease.
11. Emergency health and transportation authorization forms are kept in the childcare cabinet located in the childcare room.
12. Use of aerosols shall be prohibited when children are in attendance.
13. Staff members are responsible for reporting child abuse or suspicions of child abuse or neglect as required by section 2151.421 of the Revised Code to the local child protective services agency.
14. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at the after school program.
15. As a universal infection prevention measure, the state requires all childcare workers to wear latex gloves anytime they come into contact with bodily fluids.
16. A blood borne pathogens exposure control plan is in place for the protection of all employees.
17. Scissors and pencils must be handled with care. They must be carried with the hand wrapped around the pointed end.

#### **EMERGENCY AND ACCIDENT POLICY:**

In case of emergency or accident, staff will follow the medical and dental emergency plan, which is posted by the telephone and on the childcare bulletin board. The staff member will administer first aid, summon emergency transportation and contact parents. An incident report will be completed and one copy will be kept on file and the other given to the parent.

#### **SUPERVISION OF CHILDREN**

Children may individually use the school restroom designated for childcare youth. Upon asking permission, the childcare worker will write down the child's name and time and will summon 2nd adult if child is gone for more than 3 minutes.

Children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of the staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes.

Children in grades kindergarten and higher in groups of two or more, may be without direct adult supervision in the area designated for the program's use by the site plan if the children are within sight or hearing of a staff member in adjoining or adjacent space, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes and documents the observation.

A parent or guardian must accompany his/her child when entering or leaving the childcare program.

Please remember your child must be signed out.

Community partners/service providers will not be left alone with any child in the program. Staff from the 21<sup>st</sup> CCLC program will attend activities with the children maintaining the 1:18 ratio. Service providers will not be counted in the staff ratio for activities.

#### **RELEASE POLICY:**

Children will only be released to those individuals who are listed on the Child Release Authorization Form. The Child Release Authorization Form may be changed at any time, and parents are encouraged to keep all information current.

Parents will be the first contacts in the case of emergency. Please include on the **enrollment form** additional persons authorized to pick up your child to include a total of three or four including the parent(s). Any authorized individual picking up a child *must* be at least 18 years of age or older and must present a valid photo ID. Identification will be checked before children are released.

Children may be released to an unregistered individual with a written note that is signed by the parent or guardian and includes a telephone number for verification. The note will be given to the childcare staff and kept on file.

#### **SCHOOL RULES**

All school rules are to be followed during the 21<sup>st</sup> CCLC program times, whether students are in the school, on field trips or on the playground. Students who exhibit extreme behaviors or repeated violations can be removed from the program roster.

#### **GUIDANCE AND DISCIPLINE POLICY:**

Constructive, developmentally-appropriate child guidance and management techniques shall be used at all times, and shall include such measures as redirection, separation from the problem situations, talking with the child about the situation, and praise for appropriate behavior. The child care staff in charge of a group of children will be responsible for their discipline in keeping the policies established by the center.

Mapleton Afterschool staff believes that helping a child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

Child training and discipline will be handled with kindness, consistency, and understanding in accordance with the individual needs of each group and/or child. The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want children to hurt themselves or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual learning process. We first talk with the child when unacceptable behavior occurs to be sure he/she understands the rule and why it exists. If the unacceptable behavior continues, the child care staff member shall use developmentally appropriate techniques suitable to the child's age and circumstances. The staff shall communicate with the parent or guardian to implement any specific behavior management plan. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

We want to approach discipline with positive actions that reinforce acceptable behavior and encourage the learning process taking place as a natural part of child's growth and development. **All staff members adhere to the child guidance and behavior management guidelines listed below.**

1. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
2. If the problem persists the child will not be permitted to attend the next day but can re-enter the following day.
3. Parents will be notified in writing of any special or ongoing discipline problems.
4. It is our goal to provide an activity-filled program that will minimize the need for disciplinary action.
5. It is our goal to provide a positive and safe environment for each child.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a child.

3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, or sleep, or for toileting accidents.
7. Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally-appropriate. T

The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

#### **PARENT ACCESS AND PARTICIPATION:**

Parents are responsible for knowing and abiding by the guidelines of the child care program including, but not limited to the following:

1. Signing child out from the after school program.
2. Parents may also be asked to attend or may request at any time a conference with a child care staff or the site coordinator. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.
3. Communication is the key to a successful experience. Parents are encouraged to keep in close contact with the After School program staff and let them know of any concerns, situations or circumstances that will affect a child's day. Instructors, likewise, will communicate promptly any problems or successes the child may be having in the program.
4. Parents should pick up children on time, and it is requested that you call if you will be more than 5 minutes late. Children can become very anxious when a parent is late. **\$1.00 late pick-up charge will be charged for every minute after 6:00 PM that a child is picked up.**
5. Parents and students are also expected to abide by The Mapleton Parent and Student Handbook.

Parents or guardians of children enrolled in the program are welcome to visit at any time during hours of operation. Upon entering, please notify site coordinator/facilitator of presence. Parents inquiring about the program are welcome to observe by scheduling a convenient time to visit with the site coordinator.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Site Facilitator
2. Site Coordinator/Principal

Please feel free to bring concerns up when they occur. Often they can be addressed while they are little problems, before they grow into bigger problems. The staff fully realizes that you are entrusting us with your child(ren) and we want our relationship to be a positive one. Any suggestions are welcome. Please provide the Facilitator with written suggestions so that the suggestions can be given to the Site Coordinator.

**PARENT ROSTER:**

The 21<sup>st</sup> CCLC After School program will prepare a roster of center participants, which will include names and telephone numbers. The roster is available to all parents and is available in the childcare cabinet, which is located in the childcare room.

*Parents who wish to have names omitted from roster should indicate where appropriate on the registration form.*

**COMMUNITY RESOURCES AND ASSISTANCE PROGRAMS**

Associated Charities	419-281-6161
Ashland County Department of Job and Family Services	419-281-5000
Family and Children First Council	419-281-1212
Appleseed Community Mental Health Center	419-281-3716
Cornerstone Counseling of Ashland	419-289-1876
Ashland Parenting Plus	419-281-3788
Catholic Charities	419-289-1903
YMCA	419-289-0626
Ashland City/County Health Department	419-282-4231
Ground Works Play Therapy	419-289-4825
Salvation Army KROC Center	419-281-8001
Home Energy Assistance Programs (HEAP)	419-281-4327
The Elizabeth Clark Fund: Please e-mail form to <a href="mailto:sforte@goodwillakron.org">sforte@goodwillakron.org</a> or fax to: 330-786-2505	
St. Vincent De Paul Society	419-281-1195

**VOLUNTEERS:**

Staff and volunteers complete an application process which includes criminal background checks.

**PRIVACY and CONFIDENTIALITY:**

Child records will be kept in a locked file or cabinet. A consent to share information will be signed by the parent/guardian prior to information being shared with other agencies.