

Christa McAuliffe Charter Elementary School
2817 SW 3rd Lane, Cape Coral FL 33991
Phone: 239-283-4511 Fax: 239-282-0376

Acknowledgement of Parent Involvement Policy

(NOTE: Families with students attending VPK are not required to complete parent involvement hours. However, if you want to volunteer on campus, you must still complete the criminal background check.)

Documentation Required for Processing Background Checks for School Volunteers:

- ✓ You must have a fingerprint card on file with the City of Cape Coral Charter School Authority. This procedure will only have to be done once every seven years as long as there is a child present in our school system.
- ✓ You must fill out a Confidential Application form **each year** for each parent/guardian. This form allows us to insure that your information is current and up to date and provides us with permission to run your background check.
- ✓ This information will be shared between City of Cape Coral Charter schools at your request.

Receiving Clearance:

- ✓ While your paperwork is being processed, you may still help in certain areas on campus. You will need to bring your driver's license with you each time you arrive on campus as well as your Pending Clearance Log to record your hours.
- ✓ You will receive a Clearance Notification once your background check is complete. This notification should be completed and returned. It provides us with the necessary information to help you complete your involvement hours. Once you receive this notice, you should also submit your Pending Clearance Log as well in order to receive credit for the hours you have already completed.

Requirements for Involvement:

- ✓ Parents/Guardians are required to complete a minimum of 30 involvement hours. **This requirement is per family, not per child.**
- ✓ Families must fulfill their 30 hour commitment to retain student seats in our system.
- ✓ You will not receive credit for any involvement hours until all documentation has been submitted. It is your responsibility to accurately log your hours once you've submitted your paperwork; first on the Pending Log and then by signing in and out at the front desk or completing Off-Site Hours forms if necessary.
- ✓ When volunteering, you must sign in and out each time you are on campus. If you do not sign in/out you will not receive credit for those hours.

I agree and acknowledge that our family will spend a minimum of 30 hours involved with the City of Cape Coral Charter School System for each school year that my child attends.

Parent/Guardian Name _____

Student Name(s) _____

Students currently enrolled at: Christa McAuliffe ES Oasis ES Oasis MS Oasis HS

Parent/Guardian Signature _____