



The City School  
FAIRMOUNT

Dear Parents, Family or Guardians of City School Students:

We sincerely appreciate your eagerness to volunteer here at The City School. In our small family community, parental and family involvement is desired. An extra pair of hands and eyes monitoring the priceless jewels that have been entrusted to us is ALWAYS helpful to our staff.

Changes in the Pennsylvania State regulations **REQUIRE** that all parent/family/guardian volunteers and field trip chaperones have clearances on file at the school. These clearances **MUST** be turned into the school prior to volunteering here at the school or chaperoning on any field trips. As a volunteer / chaperoning adult serving in an unpaid position, you would be individually responsible for the welfare of children. Therefore you must obtain the following certifications:

- Report of criminal history from the Pennsylvania State Police
- Child Abuse History certification from the Department of Human Services (Child Abuse)

**THESE CLEARANCES ARE FREE!** The clearances can be printed from the website upon completion of the online application.

All necessary instructions and links to apply for these certifications can be found at:

Criminal History:

<https://epatch.state.pa.us>

Child Abuse:

Online: <https://www.compass.state.pa.us/cwis/public/home>

By mail: [http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf)

Once you receive your clearances, please submit them to the school office. They will be kept on file in the office for 60 months (5 years).

You may contact me by telephone at 215-769-5363 or email at [ddelaney@cityschool.org](mailto:ddelaney@cityschool.org), should you have any questions.

Sincerely,

Mrs. Dionne Delaney  
Office Manager  
Fairmount Campus