



# Geist Orchard

## COOPERATIVE PRESCHOOL

### Geist Orchard Preschool Cooperative

#### Background Check Policy

In an effort to balance safety with the ideal that all parents should play an active role in their child's education, Geist Orchard Cooperative Preschool (GOCP) follows the background check guidelines established by the Indiana Council of Preschool Cooperatives (ICPC). Parents (or equivalent co-oping adults, such as grandparents, nannies, etc.) shall provide proof of a background check every three years in the following way:

Submit information and payment via the ICPC contracted vendor using the following link:

<https://secure.safehiringsolutions.com/app.cfm?id=07995778-F240-4201-8385-584481F22871> You will receive an email once the check has gone through to submit to GOCP.

a) The ICPC vendor will provide a report to a third-party intermediary who is not on any member preschool's board. The intermediary will review each background check report in absolute confidentiality, checking the report for certain criminal history which would disqualify an adult from participation:

- i. Any felony charge within the last five years
- ii. Any misdemeanor or felony charge asserting a crime against a child
- iii. Any misrepresentation on the background check request
- iv. Any charge that indicates a potential risk to students or school

b) The intermediary will communicate the result of the background check directly to the parent within ten days of submission.

- i. Once you pass the background check, you will receive an email confirmation. You must forward / print this email to the GOCP Membership Chair – [geistorchard@gmail.com](mailto:geistorchard@gmail.com).

c) Any parent who is initially disqualified will automatically have an appeal and request for consideration initiated by ICPC on their behalf.

If the background check has not been initiated by the child's school start date, the co-oping adult may not participate in the classroom and will forfeit their child(ren)'s spot at GOCP.



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### ACKNOWLEDGEMENT AND RELEASE OF ALL CLAIMS

I wish to volunteer at Geist Orchard Cooperative Preschool (GOCP) and understand that GOCP, in conformance with its policy, will request that the Indiana Council of Preschool Cooperatives perform a criminal background check on me as a condition of my volunteering for GOCP. 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 GOCP and its designated authorities. In consideration for the opportunity to volunteer for GOCP, I hereby release for myself, my spouse, my heirs, executives, and assigns, completely release and discharge the Indianapolis Council of Preschool Cooperatives ("ICPC"), 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.

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(Signature)

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

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

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