



Neighborhood**SCHOOL**

Strategy Created to Help Optimize Online Learning

PLAYBOOK

Table of Contents

Introduction (Page 3)

Building Requirements (Page 4)

Human Resources (Page 5-6)

Professional Development (Page 7)

Safety Requirements (Page 7-8)

Sample Budget (Page 10-11)

Developing Partnerships (In-Person and Virtual) (Page 11-12)

Connection with School District (Page 12)

Agreements (Page 13)

Job Descriptions (Page 14-18)

School Licenses (Page 18-19)

Thank You (Page 19)

Appendix (Page 20-44)

Transportation (Page 21-22)

Learning Agreement (Page 23-26)

COVID-19 Safety Plan (Page 27)

Behavior Agreement (Page 28)

Child Abuse Clearnace (Page 29-41)

Criminal Abuse (Page 42-45)

Fingerprints Instruction (Page 45)

Introduction

The COVID19 pandemic has further exposed and exacerbated Pittsburgh's well-documented racial disparities in life opportunities and outcomes¹. Relative to their White counterparts, Black Pittsburghers have lower incomes, lower educational attainment, are more likely to be single parents, and are more likely to work low wage "essential" jobs that do not permit them to work from home².

Beyond its disproportionate impact on sickness and death among Black Pittsburghers, arguably, one of the pandemic's potentially long-lasting adverse impacts has been on children's access to education. Specifically, since March 2020 many children in Pittsburgh have been denied the opportunity to learn. As the Pittsburgh Public Schools turned to online learning, the region's racial disparities in educational opportunity became even wider.

To address this issue in the Homewood Community, and consistent with its mission to create peaceful, safe and happy places within the midst of difficulty, The Oasis Project Neighborhood SCHOOL (Strategy Created to Help Optimize Online Learning) has been created.

The SCHOOL is a two-generation (parent and child) intervention created to enable parents to work and children to learn. Specifically, TOP Neighborhood SCHOOL is a full-day (8:00 am to 3:30pm) childcare and academic support intervention designed to support and supplement online learning provided by the Pittsburgh Public Schools. The program will initially target children (grades K-5) of working parents who attend Faison and Lincoln Elementary Schools or live in the neighborhoods that these two schools serve.

[1]https://www.socialwork.pitt.edu/sites/default/files/pittsburghs_inequality_across_gender_and_race_07_19_20_compressed.pdf

[2]https://www.bizjournals.com/pittsburgh/news/2020/07/23/workforce-development-proceeds-in-the-pandemic.html?ana=e_pit_bn_editorschoice_editorschoice&j=90520522&t=Breaking%20News&mkt_tok=eyJpIjoiT0dVNU5XVmlZakU0TXpBdyIsInQiOiJITTVpQ0thNTIpVUQ1bGQxaExpSGkrQmMxczZWcHNka3VGSGFmOFNIOVBCVG1wYXZSK1dWV3NTalJLZjlBaIAxUUUvVajdMUWpGd2RDTEp6SzNjTTZRR1BOTGZzWWYrWjB6dVdvZ3BFTWNDRXlclZFcqb3FocHZhZldKT0dcLOF6MTBLazZHdGtWWTNcl2FnajdqT1VTZ3cwb1E9PSJ9

Building Requirements

Space Availability and Use

The Neighborhood SCHOOL will be utilizing Bible Center Church's Worship Arts Recreation and Ministry (WARM) Center located at 717 N. Homewood Ave as the hub for the program. The program will operate in the main area on the first floor of the building. However, the ground floor of the WARM Center is currently under construction and is targeted to be complete in September 2020. At that point the Neighborhood SCHOOL program will transition to using both rooms on the first and ground floors of the WARM Center.

Social Distancing

In order to keep students and staff healthy and prevent the spread of COVID-19, anyone in the building must maintain 6 feet of distance from others at all times. In order to appropriately give every individual enough space to safely physical distance, 36 square feet of space is required per person. Signage and other information will be displayed so individuals can understand what appropriate physical distancing procedures are followed.

Neighborhood SCHOOL staff is responsible for making sure that students are following physical distancing requirements. Parents and students will be made aware of the requirements prior to the start of the program.

Infrastructure

Currently, the WARM Center has the appropriate infrastructure to host the Neighborhood SCHOOL program. The building has Comcast Business Internet and has recently been rewired to increase bandwidth to ensure that multiple devices can be connected at once. This is required for the success of the program as many internet-connected devices (students and academic coaches) will be used simultaneously. The current WiFi infrastructure was tested during our 2020 Green STEAM & Play program with multiple student and staff devices in use. Any proposed site will need appropriate bandwidth to allow for simultaneous Internet connection with multiple devices.

The WARM Center also has substantial refrigeration space for storing food. The site has a commercial refrigerator and milk cooler and two standard top-freezer refrigerators. This should be a consideration for sites considering hosting a program.

Human Resources

The Team

The staff of the Neighborhood SCHOOL consists of a Program Administrator, a Technology Support Specialist and Academic Coaches. Job Descriptions for each position are included in the latter half of this document.

The Program Administrator provides leadership for the team, overall administration of program policies and documents and establishes relationships with parents and community partners.

The Technology Support Specialist provides support to the students and staff with software, hardware, Internet and electronic devices. This individual is responsible for troubleshooting and having familiarity with a variety of systems and platforms.

The Academic Coaches plan, assist with or lead enrichment activities and monitor children during online instruction. The Academic Coaches also act as a learning liaison between the children and their teachers.

On Boarding

All staff of the Neighborhood SCHOOL will participate in a full day of employee on boarding which consists of:

Obtaining Human Resource forms for the personnel file

- Personal Contact and Emergency Contact Form
- Resume
- Professional References (3)
- W-2 Form for Employment
- Local Tax Withholding Form
- I-9 Form with supporting documents
- Bank Account information for Direct Deposit (or other payment documents)
- Clearances (or forms to obtain clearances) Please note: all Clearances are required prior to interaction with children under the age of 18. A detailed process for obtaining clearances is listed below this section.
- PA Child Abuse Clearance (\$13 Fee)
 - (www.compass.state.pa.us/CWIS)
- PA Criminal History (\$22 Fee)
 - (epatch.state.pa.us)
- FBI Fingerprinting (\$23.85 Fee)
 - (<https://www.identogo.com/locations/pennsylvania>)
- Mandated Reporter Training with a copy of the Certificate of Completion (FREE)
 - (www.ReportAbusePa.Pitt.edu)
- National Sex Offender Registry Verification (FREE)
 - <http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm>
- Reviewing Vision & Mission of the Oasis Project
- Learning information on the various Oasis Project programs

- Reviewing the Employee Handbook
- Taking a Campus Tour
- Receiving an access key, alarm code and facility usage instructions
- Learning supply request and purchase authorization procedures
- Setting up office printing access and receiving wifi information for the facility

Professional Development

Professional Development Schedule

Neighborhood SCHOOL staff will have many opportunities throughout the school year for professional development opportunities. Currently, the week of August 24th will be the initial training. Staff will attend full day training and team building activities from the 24th to 28th in preparation for the launch of the Neighborhood SCHOOL on August 31st.

Throughout the duration of the Neighborhood SCHOOL program, there will be opportunities for staff PD. The program is following the Pittsburgh Public Schools calendar, built in professional development days are in our schedule. On half days, staff professional development will be held in the afternoon. Current half days in 2020 are September 23rd, October 28th and December 9th. Full day staff training may be scheduled on October 12th and 16th as they are both full days off for PPS students due to parent teacher conferences.

Subjects

Neighborhood SCHOOL professional development will cover various subjects throughout the duration of the program. A list of professional development opportunities offered by Penn State that can be done virtually is currently being developed. Planned areas of focus include best practices for online learning, how to operate the required technology, COVID-19 safety protocols, social and emotional learning techniques and best practices for teaching elementary aged students. A full schedule and list will be complete prior to the professional development week starting on August 24th.

Safety Requirements

General Information

For the safety of students and staff, health and safety precautions must be followed at all times. Parents and students will be made aware of requirements during the parent orientation and supplementary information will be found in various documents such as the “Parent Handbook” and the “Covid-19 Safety Plan for Parents”.

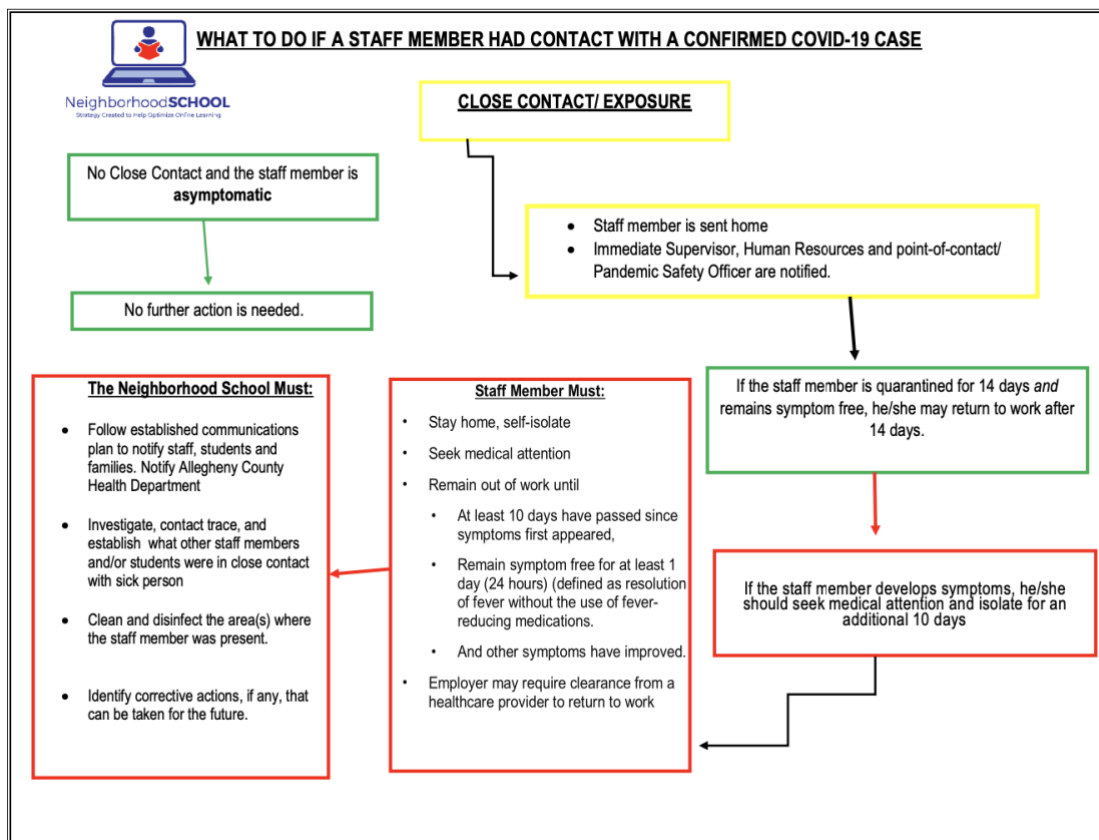
Staff must be trained on health and safety protocols prior to the start of the program. Protocols will be based on information provided by the CDC, the State and Allegheny County. Safety protocols are subject to change as information regarding COVID-19 changes. Staff are required to follow and implement all procedures AT ALL TIMES.

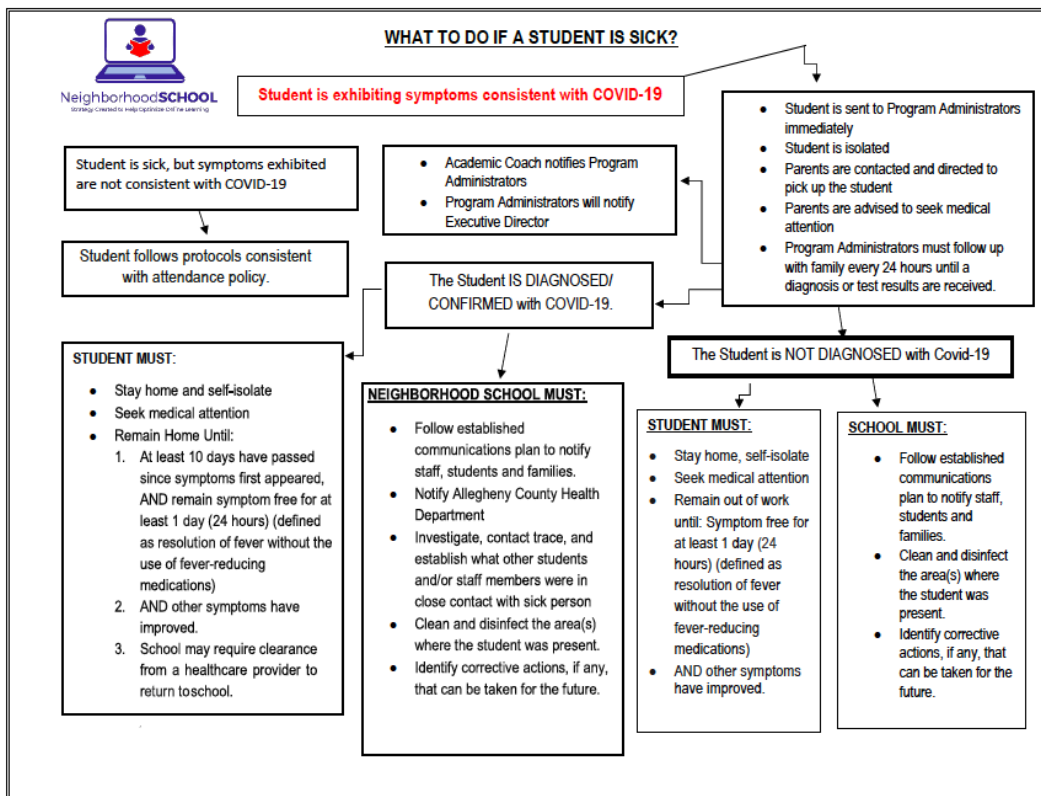
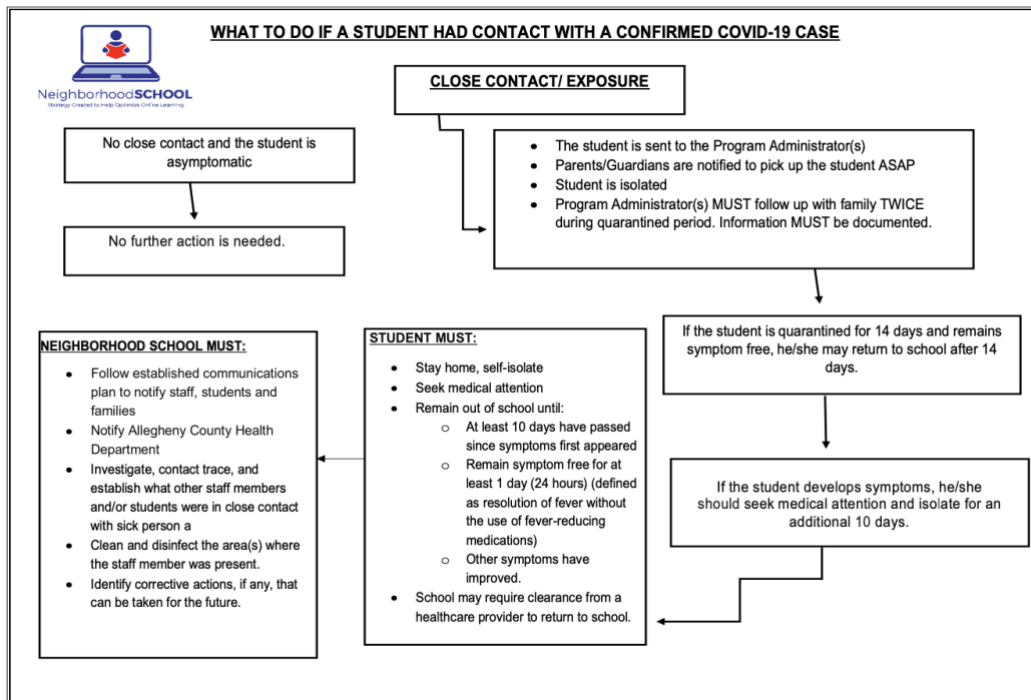
Students must be picked up from the Neighborhood SCHOOL site by individuals listed on their file. The student to staff ratio must not exceed 10 to 1. Children must be grouped into pods of 10 or fewer and be able to spend the entire day with that pod.

Information Charts

Information charts have been developed that explain the process for various COVID-19 related situations that could potentially occur. They cover what to do if [a student is sick](#), [what to do if a student has confirmed contact with a positive COVID case](#) and [what to do if a staff member has confirmed contact with a positive COVID case](#).

The responsibility of preventing the spread of COVID is on everyone that has any contact with the site. This includes students, their families and staff. In order to mitigate the spread of the virus in any of the three scenarios listed above, it is crucial that the information to prevent the spread is accessible and not written in a technical language. The charts can be found below or at the hyperlinks above.





Budget

The cost to operate the Neighborhood SCHOOL is between \$40-\$45 per day, per child due to lower student to staff ratios due to established COVID safety protocols. This per child expense also includes transportation and meal costs.

Sample budget categories are:

Salaries - Program Administrator, Technology Support Specialist, Academic Coaches

Benefits and Payroll Taxes (calculated at 7.65% of payroll) - *Our positions are temporary and are not eligible for benefits.*

Administrative Expense - human resources (hiring, onboarding), administrative (program and policy development, data management, payroll processing, invoicing, etc.)

Transportation Expense - many parents rely on transportation to get children to and from school and in this case, to and from a learning center. COVID safety protocols have significantly increased the cost of transportation as fewer children can be transported together safely.

Professional Development - The Pittsburgh Public Schools is using the educational learning platform Schoology. Training on this platform should be provided by the district. There are myriad trainings provided through Penn State and APOST that can be provided at no cost to the program other than compensation for staff time.

Rent, Utilities, Facilities Cleaning - These costs will vary depending on whether you are leasing a facility or own your site. Utility costs should factor in the increased use of electricity, heat, water and the Internet throughout the week. Facility cleaning costs will increase due to COVID cleaning protocols. Having strict cleaning routines for your program staff may reduce the amount of time your custodial staff will need to devote to cleaning your facility. If you have a shared use agreement with a facility you are renting, you may be able to negotiate on shared cleaning costs.

Program Supplies - Program supplies will include basic school supplies as well as any necessary supplies for enrichment activities. It is important to remember that students should NOT share supplies and that cleaning protocols should be used on any containers that hold supplies.

Curriculum - The students in the Neighborhood SCHOOL will be using the Pittsburgh Public Schools' curriculum. Supplemental curricula may be desired based on the culture of the learning hub. Social and emotional learning programs or character development curricula may be a beneficial component and support overall student readiness for learning.

Food - As of 8/13/2020 it was announced that Pittsburgh Public Schools cannot deliver food to community programs. Programs operating for a full-day will need to provide students with breakfast, lunch and a snack or dinner depending on whether or not the child stays for the after school program. The federal government rate for meal reimbursement is approximately \$2.20 for breakfast, \$3.50 for lunch and \$.94 for a snack. Programs should probably budget between \$7 - \$7.50 per day for student meals. If you have access to a commercial kitchen and can prepare meals this may present an opportunity for cost savings but would increase your required personnel as you would need someone to shop, prepare and serve meals who is ServSafe Certified.

Equipment - Equipment costs may include computers for your Program Administrator and Technology Support Specialist. Due to heightened health and safety requirements during this time funds should be allocated for Personal Protective Equipment for staff and students. This includes thermometers, masks, gloves, cleaning supplies, sneeze guards/plexiglass shields, etc. Physical distancing is imperative so additional tables, chairs and items such as room dividers will likely need to be purchased to allow students to remain appropriately physically distanced from each other.

Marketing/Advertising - Existing programs may use channels such as their website or direct parent contact (phone calls, text messages) to share information about their program. School contacts such as principals, teachers or social workers may also be a good source for program referrals. Networks such as APOST, Trying Together or the after school programs associated with Pittsburgh Public Schools may also provide opportunities for sharing program details. A program flyer or logo may be developed but marketing efforts beyond this or costs should be minimal.

Insurance - Liability insurance will be required to operate the program. Program administrators should contact PPS or the Department of Human Services to determine appropriate levels of coverage for your program.

If programs do not provide transportation, develop partnerships to provide meals at a lower cost or can supplement their staffing with volunteers or interns the cost of the program may be reduced.

Developing Partnerships (In-Person and Virtual)

Currently, The Maker's Clubhouse staff is in the process of finding partnerships for the afterschool program. However, in the process of developing partnerships for that portion of the day, it is likely that TMC staff find partnerships that might be more relevant to the Neighborhood SCHOOL program. Throughout the process of establishing TMC partnerships, there will be an open line of communication between the two programs as to when a partnership may better serve one or the other.

Leveraging partnerships that have worked in the past for various Oasis Project initiatives will be the starting point for establishing partnerships for the Neighborhood SCHOOL. The various programs of the Oasis Project have developed many different partnerships that can be utilized to help make the Neighborhood SCHOOL program engaging for students while also helping them learn.

Due to COVID precautions many organizations are not providing in-person programs. They have however shifted to offering virtual programs that can be accessed often at little or no cost to not for profit organizations or educational programs. The Neighborhood SCHOOL is pursuing partnerships with The University of Pittsburgh, Chatham University, Grow Pittsburgh, Assemble, The Children's Museum, Allegheny Land Trust, Carnegie Science Center and the Carnegie Libraries. There are also numerous free source educational programs that can be used to provide enrichment.

Connection with School District

The Neighborhood SCHOOL has a strong connection with the Pittsburgh Public School district through its after school programs at Faison and Lincoln Elementary. This program was created as a result of the need for children to have a safe environment with the required infrastructure to effectively participate in online learning. The partnership with the school district is essential for the success of the Neighborhood SCHOOL and the students. Since academic coaches will be the in-person faces that students interact with to assist with academics, they will be the liaisons for students and teachers. Thus, it is imperative that Neighborhood SCHOOL staff have strong communication skills and understand their responsibility to connect with teachers at Faison and Lincoln.

In addition to having the connection between staff and teachers, Neighborhood SCHOOL leadership will also need to have a strong connection with PPS leadership. The Neighborhood SCHOOL site will collect data on student attendance, academic progress and grades to report back to PPS. Staff at NS will continue to use CitySpan as our repository for data but will also rely on partnership with the Homewood Children's Village to assist with data collection, analysis and reporting.

The Neighborhood SCHOOL program and PPS have the same goals and are serving the same students. In order to make this school year run as smoothly as possible, it is of the utmost importance that both organizations collaborate with one another.

Agreements and Forms

Agreement Summary

Below are the agreements that parents and students will abide by while enrolled in the Neighborhood SCHOOL program. They include the “Transportation Agreement” which summarizes our transportation policies, the “Learning Agreement” which summarizes the policies of the program, and the “COVID-19 Safety Plan for Parents” which summarizes safety policies in regards to COVID-19.

A text version of the agreements and forms can be found in the appendix of this document.

These are still considered drafts of what will be distributed to parents so the ones listed below are current as of August 13th, 2020.

Hyperlinks to Agreements

- [Transportation Agreement](#)
- [Learning Agreement](#)
- [COVID-19 Safety Plan for Parents](#)

Position Descriptions

Program Administrator

Reports to: Executive Director of The Oasis Project/Program Manager

Location: The program is located at Bible Center Church, 717 N. Homewood Ave., Pittsburgh, PA. 15208

Position Summary: Provide leadership for our Neighborhood SCHOOL (strategy created to help optimize online learning). Plan, lead and/or assist with educational and enrichment activities. Monitor children during program hours of operation. Support and create a healthy and safe environment for program participants by developing positive relationships with participants, staff, parents, schools, volunteers and community partners.

Primary Roles & Responsibilities, but are NOT limited to the following:

- Facilitate the plan to develop and operate a Neighborhood SCHOOL.
- Develop an Individualized Academic Plans for each student (track program progress, provide supplemental education focused on student specific goals)
- Plan professional development to assist staff and community partners with implementation of program objectives.
- Coordinate program details including transportation, connections with the school district and enrichment providers.
- Coordinate meals – liaison with food program (Pittsburgh Public Schools and the Greater Pittsburgh Food Bank), take meal counts, take temperature of food, sign of on delivery and submit reports
- Assist with the supervision of program participants.
- Collect necessary program data on attendance and academic progress.
- Build relationships with program participants, parents, staff and volunteers.
- Attend all weekly and monthly meetings that are pertinent to this job position.
- Maintain procedures that ensure the safety of volunteers, staff and program participants.
- Participate in cleaning and maintaining facilities (per COVID-19 program protocols).
- Perform other roles and responsibilities as requested.

Qualifications and Requirements:

- Age requirement: Must be at least 18 years of age.
- Have the ability and passion to be engaged with elementary aged children.
- Have excellent organizational skills.
- Must be able to communicate well with program staff, parents, student, school district representatives and community partners.
- Be highly motivated to provide a quality educational experience.
- Experience with program planning for children and youth.

- Be flexible and innovative.
- Must have the following clearances:
 - Child Abuse
 - Criminal History
 - FBI Fingerprint
 - Mandated Reporter Training
 - National Sex Offender Registry Verification

Time Commitment:

- The position is full-time, and work must be done on site. The daily schedule is 7:45 a.m. – 3:45 p.m.
- The position will begin on August 24th, with the program beginning with students on August 31st.

Compensation:

- The position is contractual and temporary. The contract period is August 24, 2020 – February 13, 2021. There may be an option to renew the contract should the program continue beyond early February. The pay rate for the position is \$24-\$25/hr. depending on experience.
- Program staff will receive monetary compensation but are not eligible for benefits.

Technology Support Specialist

Reports to: Program Administrator

Location: The program is held at Bible Center Church, 717 N. Homewood Ave., Pittsburgh, PA 15208

Position Summary: Provide support for student and staff use of technology (software, hardware, internet access, device trouble shooting) for the Neighborhood SCHOOL (strategy created to help optimize online learning)

Primary Roles & Responsibilities, but are NOT limited to the following:

- Ensure that program participants are able to use their district assigned devices and access learning platforms.
- Support program staff with use of technology to support enrichment activities.
- Act as a liaison between the Neighborhood SCHOOL and the school district related to student computer use.
- Ensure that technology equipment is in working order.
- Assign substitute devices for Neighborhood SCHOOL participants.
- Keep an accurate inventory of equipment.

- Maintain knowledge of online learning platforms (Schoology, Google Classroom, Khan Academy, etc.) and provide weekly professional development to Neighborhood SCHOOL staff.
- Assist with the supervision of program participants.
- Build relationships with program participants, staff and volunteers.
- Attend all weekly and monthly meetings that are pertinent to this job position.
- Participate in cleaning and maintaining facilities (per COVID-19 program protocols).
- Perform other roles and responsibilities as requested.

Qualifications and Requirements:

- Age requirement: Must be at least 18 years of age.
- Have knowledge of computer hardware and software.
- Knowledge of educational software and online learning platforms is desirable.
- Have excellent communication, problem solving (interpret the problem and determine the best way to resolve it) and analytical skills.
- Have the ability and passion to be engaged with elementary aged children and communicate with program administrators and staff.
- Must have the following clearances:
 - Child Abuse
 - Criminal History
 - FBI Fingerprint
 - Mandated Reporter Training
 - National Sex Offender Registry Verification

Time Commitment:

- The position is full-time, and work must be done on site. The daily schedule is 8 a.m. – 4 p.m.
- The position will begin on August 24th, with the program beginning with students on August 31st.

Compensation:

- The position is contractual and temporary. The contract period is August 24, 2020 – February 13, 2021. There may be an option to renew the contract should the program continue beyond early February. The pay rate is \$18/hr.
- Program staff will receive monetary compensation but are not eligible for benefits.

Academic Coach

Reports to: Program Administrator and After School Program Manager

Location: The program is held at Bible Center Church, 717 N. Homewood Ave., Pittsburgh, PA. 15208

Position Summary: Provide general support and assistance for the Neighborhood SCHOOL (strategy created to help optimize online learning). Plan, assist with or lead enrichment activities. Monitor children during hours of operation. Act as a learning liaison between students and their teachers during online instruction. All program leaders are expected to support and create a healthy and safe environment for program participants by developing positive relationships with participants, staff and other volunteers.

Primary Roles & Responsibilities, but are NOT limited to the following:

- Develop supplemental lesson plans (alternate educational platforms) to support student learning
- Assist with the supervision of program participants.
- Build relationships with program participants, staff and volunteers.
- Maintain procedures that ensure the safety of volunteers, staff and program participants.
- Complete daily program responsibilities – attendance, meals, student academic data, enrichment schedule.
- Participate in cleaning and maintaining facilities.
- Attend all weekly and monthly meetings/trainings that are pertinent to this job position.
- Perform other roles and responsibilities as requested.

Qualifications and Requirements:

- Age requirement: Must be at least 18 years of age.
- Have the ability and passion to be engaged with elementary aged children and communicate with program site manager and staff.
- Have knowledge of computers and online learning platforms.
- Be highly motivated to provide quality school day care to program participants.
- Must be flexible as this is a new program and roles and responsibilities may change
- Before/after school care experience preferred but not required.
- Must have the following clearances:
 - Child Abuse
 - Criminal History
 - FBI Fingerprint
 - Mandated Reporter Training
 - National Sex Offender Registry Verification

Time Commitment:

- There are multiple positions both full-time and part-time. The daily schedule options are 7:45 a.m. – 3:45 p.m., 8 a.m. – 1 p.m., 12 p.m. – 6:30 p.m., or 3 p.m. – 6:30 p.m. The work must be done on site.
- The position will begin on August 24th, with the program beginning with students on August 31st.

Compensation:

- The position is contractual and temporary. The contract period is August 24, 2020 – February 13, 2021. There may be an option to renew the contract should the program continue beyond early February. The pay rate is \$12-\$16/hr. depending on experience.
- Program staff will receive monetary compensation but are not eligible for benefits.

School Licensure

Information on pursuing school-age child care licensure in the Commonwealth of Pennsylvania is [available on these sites](#).

Here are some things to consider when determining whether you should pursue licensure:

1. Who is your target?
2. What are your values?
3. What certifications and clearances are required for your region?
4. Is your property zoned for a child care space?
5. Do you have liability insurance?
6. What curricula will you utilize?
7. How will you ensure that your staff is qualified?
8. What tools will you use for professional development?
9. You will need to develop a budget.
10. Develop your business model. For profit or not for profit?
11. Survey the parents and receive feedback on their needs.
12. What is your plan for marketing?
13. What are the requirements for offering care in your area beyond drop in services or limited hours?
14. How will you evaluate your program?
15. Do you want to offer a fee-based program or will you seek alternative funding?
16. Will you offer scholarships or subsidies?
17. What is your plan for meals?

A good planning option is to look for a team of individuals with like values who can serve on your start-up committee. Through the committee, you can brainstorm ideas and develop a well thought out plan of action.

Thank You

The Neighborhood SCHOOL is being developed by The Maker's Clubhouse staff. This program is an outreach initiative of Bible Center Church. This program is generously supported by the Richard King Mellon Foundation, the Department of Human Services and individual donations.

If you are interested in starting a Neighborhood SCHOOL or a learning hub in your area and would like additional information please contact Dr. Cynthia M. Wallace, EdD, the Executive Director of The Oasis Project at cwallace@bcpgh.org. Enrollment information for the Neighborhood SCHOOL can be found at <https://www.makersclubhouse.com/school>.

Appendix

Agreements and Forms

Transportation Agreement

Limiting Exposure to COVID-19 Transportation Bus Protocols

Families and students must remain vigilant for symptoms. Students must stay home and may not use transportation if experiencing flu-like symptoms, if any member of their household is experiencing flu-like symptoms or have had a positive case of COVID.

1. Students will have their temperatures taken prior to them boarding the bus. If your child has a temperature of 100.4°F or higher, they will not be able to be allowed on the bus or to come to the Neighborhood SCHOOL site until their temperature is below 100.4°F.
2. Students are directed to sit one student per seat, near the window. Students must stay seated and silent during the bus ride. Students will face forward for the duration of the trip and keep their feet on the floor in front of them and out of the bus aisle.
3. Students will seat the bus back to front during loading and exit front to back when they are unloading.
4. Students will get on or off the bus only at their assigned stop.
5. Students will not refuse to sit in an assigned seat or deny another person a place to sit. These seats are assigned for social distancing and assigned by loading order. Students will need to seat rear to front.
6. Students must wear masks at all times, unless an underlying medical condition would prevent them from safely doing so.

Progressive Consequences for Improper Conduct on a School Bus Related to COVID-19

1. A bus conduct report is written and forwarded to the program administrator. The program administrator will warn the student and send a copy of the report to the student's parent(s) or guardian(s).
2. A bus conduct report is written and forwarded to the program administrator. The student is moved to the front of the bus. The program administrator will warn the student and send a copy of the report to the student's parent(s) or guardian(s).

3. A bus conduct report is written and forwarded to the program administrator. The student is denied bus privileges for five (5) days. The program administrator will notify the student's parent(s) or guardian(s).

4. A bus conduct report is written and forwarded to the program administrator. The student is denied bus privileges for ten (10) days. The program administrator will notify the student's parent(s) or guardian(s).

5. A bus conduct report is written and forwarded to the program administrator. The student is denied bus privileges for the remainder of the school year or for whatever length of time is deemed appropriate. The program administrator will notify the student's parent(s) or guardian(s).

WAIVER of LIABILITY: The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be contagious. The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and possibly by contact with contaminated surfaces and objects or in the air. People reportedly can be infected and show no symptoms and therefore spread the disease. The exact methods of spread and contraction are unknown, and there is no known treatment, cure, or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life threatening illness and even death. **Oasis Transportation and the Neighborhood SCHOOL** cannot prevent you or your child(ren) from becoming exposed to, contracting, or spreading COVID-19 while utilizing **Oasis Transportation and the Neighborhood SCHOOL's** services or premises. It is not possible to prevent the presence of the disease. Therefore, if you choose to utilize **Oasis Transportation and the Neighborhood SCHOOL's** services and/or enter onto **Oasis Transportation and the Neighborhood SCHOOL's** premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize **Oasis Transportation and the Neighborhood SCHOOL's** services and enter **Oasis Transportation and the Neighborhood SCHOOL's** premises. These services are of such value to me and/or to my children, that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize **Oasis Transportation and the Neighborhood SCHOOL's** services and premises in person.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against **Oasis Transportation and the Neighborhood SCHOOL** and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing **Oasis Transportation and the Neighborhood SCHOOL's** services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence

and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

My signature below indicates I, the parent/guardian understand and have discussed bus procedures with my child and are aware of the consequences and health risks. (Please sign below)

Student(s) Name: _____

Parent/Guardian Signature: _____

Date: _____

Learning Agreement

Student Name:	Birthdate/Current Age	Sex:
		Male Female Other
Address:	City/State/Zip	Phone Number:
School:	Grade:	PPS ID #

Program Overview

The Neighborhood SCHOOL (Strategy Created to Help Optimize Online Learning) is a two-generation (parent and child) intervention created to enable parents to work and children to learn. Specifically, the Neighborhood SCHOOL is a full-day (8:30 am to 3:30pm) childcare and academic support intervention designed to support and supplement online learning provided by the Pittsburgh Public Schools. The program will initially target children (grades K-5) of working parents who attend Faison and Lincoln Elementary Schools or live in the neighborhoods that these two schools serve. Neighborhood SCHOOL is committed to positively transform the life outcomes for K-5 students in the Homewood and Lincoln/Larimer area. Our goal is to support the Pittsburgh Public Schools' effort to reduce the gap in learning as a result of COVID-19.

The Neighborhood SCHOOL is a safe-space focused on creating an environment to support students' academic and social-emotional needs. As the district buildings remain closed due to COVID-19 precautions, The WARM Center will be the neighborhood learning hub for students and families in grades K-5. Our program aligns with guidance from Pittsburgh Public School's Department of Education, Pennsylvania's Department of Human Services, and The Oasis Project. The Neighborhood SCHOOL's emphasis is to provide blended learning strategies and access to quality education and resources to ensure continuity of learning for all students.

Learning Agreement Description

The purpose of the Learning Agreement is to provide transparent and efficient guidelines that students must follow. The Learning Agreement will be used to inform students and parents of the expectations of Neighborhood SCHOOL Support Learning Center.

The Learning Agreement is a working document that can be updated and revisited throughout the school year. Goals and development of the student through practical and hands-

on tasks, projects, and applications will be reinforced on a daily basis. The Student, Teacher (PPS), Parent, and NS Field Instructor will collaboratively to successfully complete online learning. The Student, Parent or Guardian, and NS Field Instructor will abide by the guidelines outlined and described in the Learning Agreement.

Eligibility Requirements

- Pittsburgh K-5 Student
- An internet-compatible device (computers/laptops/Android Tablets/iPads)
- Attend the NS Student and Family Orientation
- Finalized Student File

Expectations

Everyday, students are expected to complete the following tasks...

- Log Into the PPS Remote Learning Portal
- Complete recommended academic hours each day
- Assignments will be created for each grade level (K–5): English Language Arts, Mathematics, World Language and Science
- Students must participate in Microsoft Teams remote learning pre-recorded lessons or activities. Examples may include (but are not limited to):
 - Listening to live or pre-recorded lesson with teacher
 - Listening to read-aloud
 - Participating in class discussion or class meetings.
- Turn in daily assignments
- Abide by NS's tentative schedule

Neighborhood SCHOOL Tentative Daily Schedule

Time	Description
7:45am-8:45am	Arrival/Breakfast
8:30 am	Morning Meeting
8:45am-12:00pm	Online Academic Time
12:00pm -1:00pm	Lunch/Recess
1:00pm-3:15pm	Online Academic Time, Small Group Instruction, Enrichment
3:15pm	Afternoon Meeting/Dismissal
3:30pm-6:00pm	Afterschool Enrichment

Attendance Policy

In order for participants to successfully complete remote learning for the '20-21 academic year, we ask that all students maintain an attendance rate of at least 80% at the NS

Our policy is that participants who do not log in and or attend at least 80% of program days will be excused from the in-person learning program. Please note that the attendance is required by the school district and that students should engage in online learning even on days that they are not in attendance at the NS.

If children miss more than 3 days they will be required to provide a doctor's note prior to returning. If children miss more than 5 days a conference will be held to determine if the student should continue in the program as spaces are prioritized for families who need school day childcare.

The Neighborhood SCHOOL will follow the PPS School Year Calendar. When school is not in session, the program is cancelled. As a result, the after-school program will NOT take place on scheduled school closings and holidays. When there are half-days, the program will only be operating on a PPS half-day schedule.

2020 Pittsburgh Public Important Dates (Subject to change)

- August 31st: First Day of School
- September 7th: No School (Labor Day)
- September 23rd: Early Dismissal (1/2 Day)
- September 28th: No School (Yom Kippur)
- October 12th: No School (Parent Teacher Conferences)
- October 16th: No School (Parent Teacher Conferences)
- October 28th: Early Dismissal (1/2 Day)
- November 11th: No School (Veterans Day)
- November 26th - 30th: No School (Thanksgiving Vacation)
- December 9th: Early Dismissal (1/2 Day)
- December 24th - 31st: No School (Winter Vacation)

Program Offerings

- One-on-One/Small Groups
- Curriculum by grade level and subject matter
- Academic Support designed to reinforce teaching and academic engagement
- Structured, grade-level learning directed and supported by NS Facilitator
- Meals and Snacks
- Enrichment
- Tutoring and Academic Support
- Free High Speed Internet Access/Wi-Fi

Health & Safety

The health and safety of our students, staff, and families remains a top priority at NS. With the recent spike in Coronavirus, we want to assure families that NS is working closely with Pittsburgh Public Schools (PPS), Allegheny County Health Department (ACHD), and The Department of Human to stay updated with information and safety policies. In order to do this students must agree, sign, and return the Covid-Safety Plan.

Technology Agreement

_____In order to participate in online learning, it is essential that students come in with their technology provided by PPS. If students do not bring their technology (Laptop, iPad, Android Tablet, etc.) to the site, they will NOT be provided with replacement. It must be brought to the Neighborhood SCHOOL daily.

Students are solely responsible for their provided technology. The Neighborhood SCHOOL and its staff are not responsible if technology is damaged or misplaced. The Neighborhood SCHOOL will have a few pieces of equipment incase of emergency. However, it is the family's responsibility to get any damaged equipment replaced immediately.

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the academic program. By signing the Learning Agreement, the student and parent/guardian are committed to comply with all the agreed arrangements, thereby ensuring understanding of eligibility requirements. Failure to comply with the policies outlined in the learning agreement will result in dismissal from the program.

COVID-19 Safety Plan

Dear Neighborhood SCHOOL Families,

As you are making school year plans for your children, we want to assure you of the standards we are following to ensure your child is in a protected and safe environment at the Neighborhood SCHOOL site. We are closely abiding and following updates from the CDC's COVID-19 Prevention Guidelines and following Governor Wolfe's protocols.

Below are the following ways that we are working to ensure the health and safety of your children:

- All buildings on our campus will be cleaned and disinfected daily, including countertops and other commonly touched surfaces. Items that are shared between students such as tablets or activity materials will be disinfected frequently.
- When possible, we will be implementing social distancing during activities.
- There will be allotted outside time daily as being outdoors has shown to significantly decrease the spread of COVID.
- Upon arrival, children will be temperature-checked (If you are utilizing transportation, your child's temperature will be checked prior to boarding). If a child has a fever (above 100 degrees Fahrenheit), we ask that your child is picked up and does not return until after the 2-week quarantine period.
- If your child is ill, they will need to stay home to protect their health and the health of others. If a child presents signs of illness synonymous with COVID such as a fever, cough, or cold, we will ask that you pick them up.
- All adult staff will be required to wear a mask during the program. We encourage students to come to program with a mask as well, or we will provide one for them. Children with pre-existing conditions (such as asthma) will not be required to wear a mask.

We are putting policies and practices in place to prevent the spread of COVID, however this disease is still a public health risk. By signing this document, you hereby acknowledge this pandemic is still ongoing and do not hold the Neighborhood SCHOOL and any other Bible Center associated organization liable if any participant contracts COVID.

In order to maintain a safe and sanitized environment, we need your help. We ask that when picking up your child, you wear a mask or other face-covering, as well as practice social distancing from others. We appreciate your help in protecting the health and safety of others. If you have any questions or concerns, please contact India Harris at iharris@bcpgh.org. By signing this document, you hereby consent to our COVID-19 Prevention practices and release the Neighborhood SCHOOL from any COVID-related liabilities.

Behavior Agreement

Philosophy

The Department of Public Health states that, “discipline and guidance shall be consistent and based upon an understanding of the individual needs of the child”. NS Staff shall “direct discipline to the goal of maximizing growth and development of the child and for protecting the group and the individuals within it”

- Students have a responsibility to conduct themselves in a manner that meets expectations that reflects best interests of the Neighborhood SCHOOL Program, participants and staff.
- Parents/Guardians have the responsibility to read and review NS’s Behavior Contract with their child as we want to ensure understanding of expectations are clear.
- The Neighborhood SCHOOL Staff’s primary role is to help facilitate virtual learning as well as to follow all safety protocols, including behavior management.

Consequences and Procedures

In the event an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of NS, the following steps will be taken...

- **First Violation:** A staff member will address and document the issue directly with the child. The child may be removed from any activity planned by the Neighborhood SCHOOL for the day. Parents will be contacted immediately or at the end of the program depending on the time and severity of the incident. Parents must sign the incident report document and return it before the student may return back to the program.
- **Second Violation:** A staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and will be notified of a 1 to 3 day suspension depending on the severity of the issue. The child may not attend NS until the end of the designated suspension period. Parents must sign the incident report form and return it before the student may return back to program.
- **Third Violation:** A staff member will address and document the issue directly with the child. Parents may be contacted to schedule a mandatory conference. The child may also be suspended for the day or week depending on the severity of the incident. Parents must sign the incident report form and return it before the student may return to the program.
- **Fourth Violation:** The student will be dismissed from the Neighborhood SCHOOL.

Please note that NS reserves the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional, or other harm to themselves, other children, and staff.

By signing below, you agree to all of the above terms and conditions and have discussed them with your child.

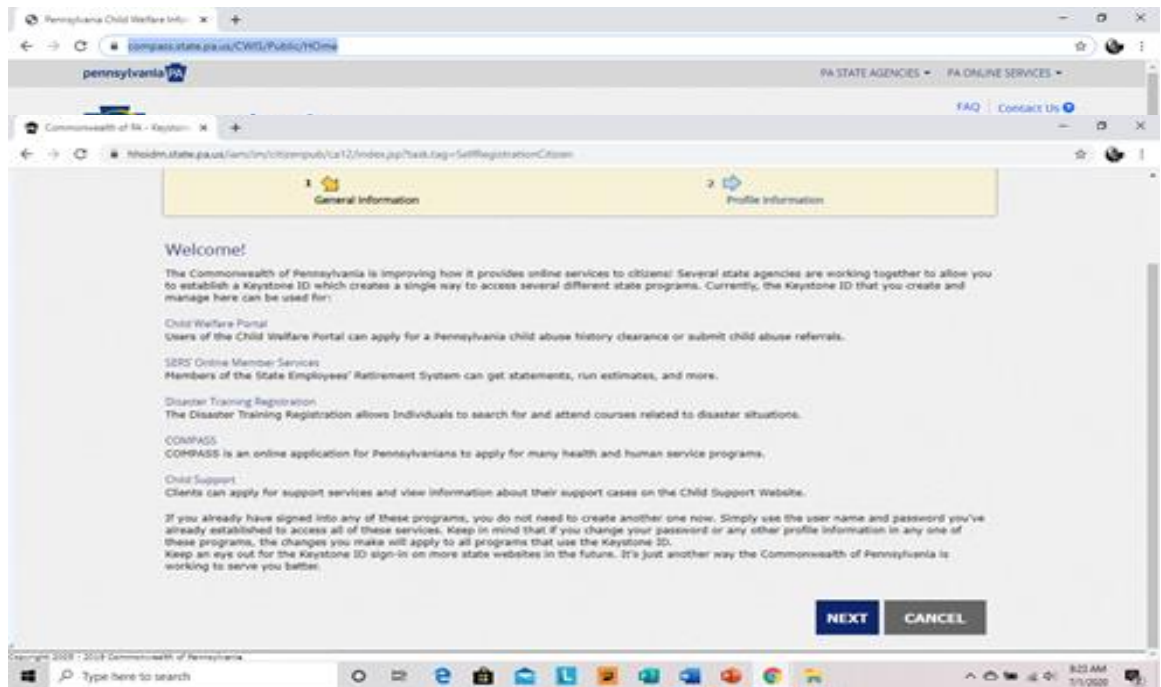
Obtaining Clearances How To

Child Abuse

The PA Child Abuse Clearance can be obtained by having the staff person fill out the form, mailing it to the Child Abuse registry and paying the \$13 fee via check or money order to the Pennsylvania Department of Human Services.

Alternatively, the clearance can be obtained online via the COMPASS website at <https://www.compass.state.pa.us/CWIS/Public/HOMe>.

1. Once on the site, you will need to create an individual account.



The screenshot shows the 'Create Keystone ID: Profile Information' form. The form has a header with the Pennsylvania logo and the title 'Create Keystone ID: Profile Information'. Below the header, there are two tabs: 'General Information' and 'Profile Information'. The 'Profile Information' tab is active, displaying the form fields. The form includes a 'Required' section with the following fields: Keystone ID (must be 6 to 64 characters), First Name, Last Name, Date of Birth (MM/DD/YYYY), E-mail, and Confirm E-mail. Below the form fields, there is a 'Security Question' section with instructions: 'To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password. Security Question Tip: Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool. Avoid using special characters (such as @ and #) and punctuation (such as / and \) in your answers. You cannot use the same question more than once. Answers cannot be any phrase directly from the question.' Below the instructions, there is a list of security questions: 'What was your first pet?', 'What was your first job?', 'What was your first car?', 'What was your first school?', 'What was your first city?', 'What was your first state?', 'What was your first country?', 'What was your first home?', 'What was your first car?', 'What was your first school?', 'What was your first city?', 'What was your first state?', 'What was your first country?', 'What was your first home?'. At the bottom right, there is a 'NEXT' button.

2. Then you will be directed to a welcome screen which gives an overview of the process. Hit "next" on the welcome screen.
3. Type in the "Keystone ID." You will need to create a keystone id that is easy to remember. For example, you can use NeighSCH1, so when you create the next account id, it can be NeighSCH2 and so forth.
4. Then you enter the applicant's first name, last name, date of birth and the email address of where you would like the passcode and final results to be sent.

5. Next, you will need to select answers to the security questions and the security test question. Then click finish.

The screenshot shows a web browser window with the URL `https://secure.pa.gov/secureweb/secureweb/app/page/profile/profile.jsp`. The page is titled "Confirm E-mail" and shows the email address `beard@bopph.org`. Below this, there is a section for "Security Questions" with three questions and their corresponding answers:

- Security Question 1: What was the name of the street you lived on when you grew up? Answer: `Homerwood`
- Security Question 2: Who do you most admire? Answer: `Jesus`
- Security Question 3: What was the name of the city where you were born? Answer: `Pittsburgh`

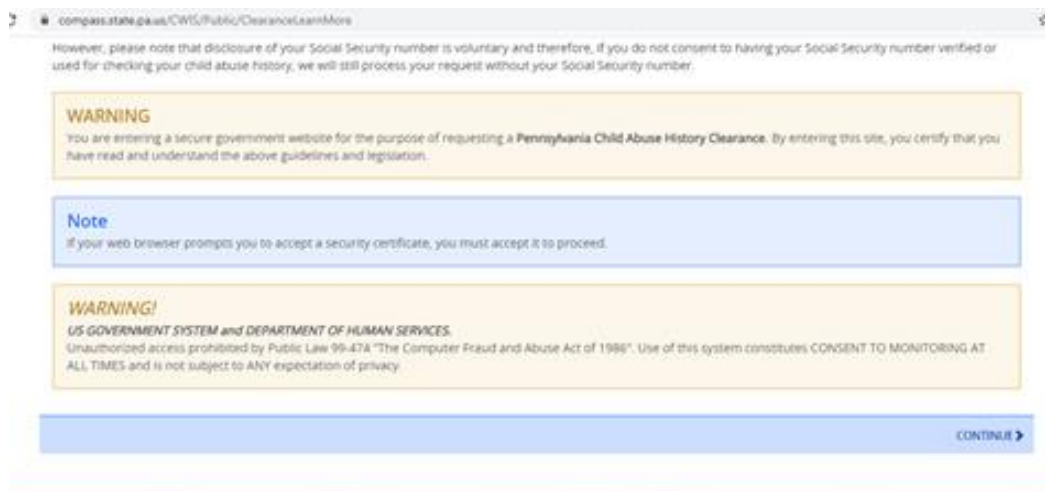
Below the security questions, there is a section for a "Security Test Question" with the question "How many days in what date in January?" and the answer `January 1`. At the bottom of the page, there are three buttons: "BACK", "FINISH", and "CANCEL".

6. Next, you'll be prompted to check your email with the temporary password for this account.

7. Next, open your email titled “automatedmailDONOTREPLY@pa.gov” and copy the temporary password in the body of the email.
8. Then you will need to go back to the Child Welfare portal at:
<https://www.compass.state.pa.us> > CWIS and use that password with your created username to log in. You will click on “Individual Login” then “Access my Clearances.”



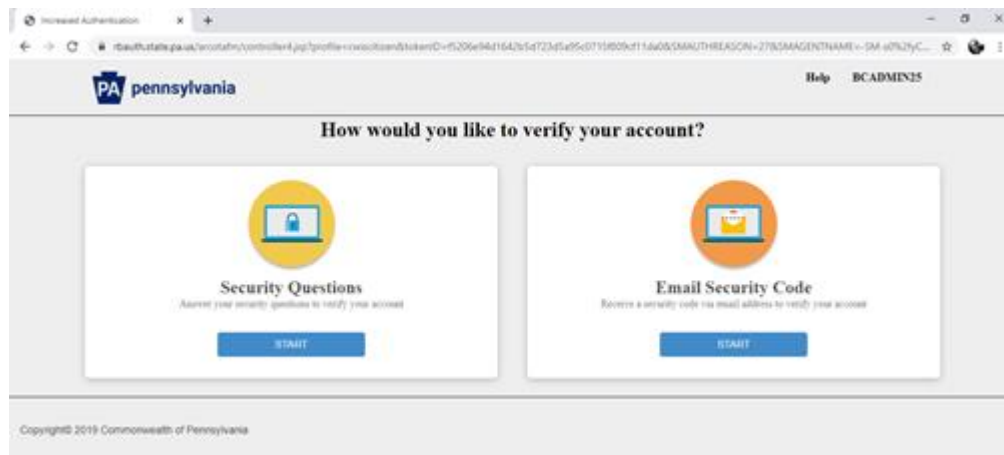
9. Next, you'll need to read the disclosure statement and click “continue” at the bottom of the page.



10. Then you will be directed back to this screen to log in. You will need to use the username and temporary password assigned to get in.



11. Once you have logged in, you will be directed to this screen, where you will need to choose the type of device you are using. If using a laptop, you would normally select private. If using a desktop computer on the network, you can choose public.



12. Then you will be prompted to answer at least 2 out of the 3 security questions you chose. You will need to use our selected answers listed above.

13. Next you will be taken to the screen where you can change your password.

Commonwealth of PA - Keystone

PA pennsylvania

Set Permanent Password

Alert: Please change your current password before continuing.

Required

User ID: BCADPHN25

First Name: Jullandra

Last Name: Jones

Password:
Should Password, please meet the listed requirements

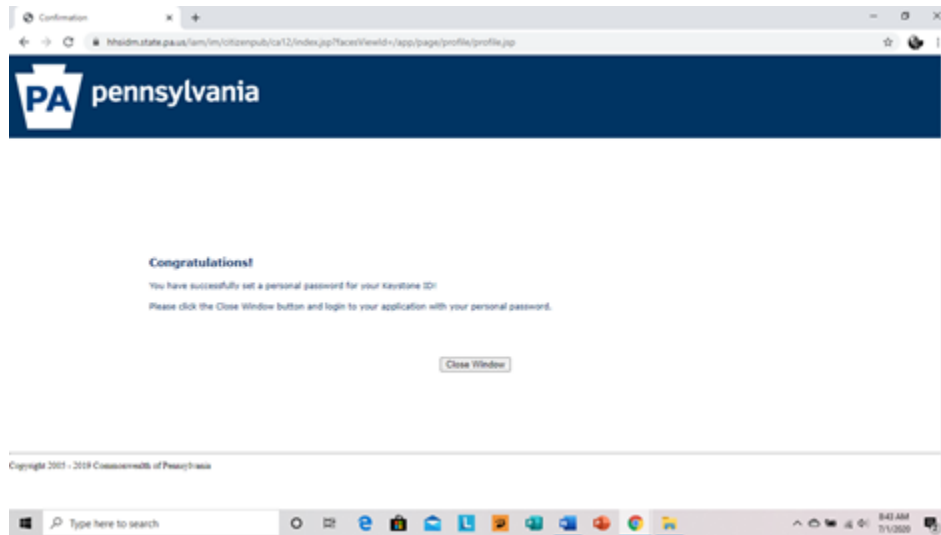
Confirm Password:

To ensure online security, the Commonwealth of Pennsylvania requires passwords that:

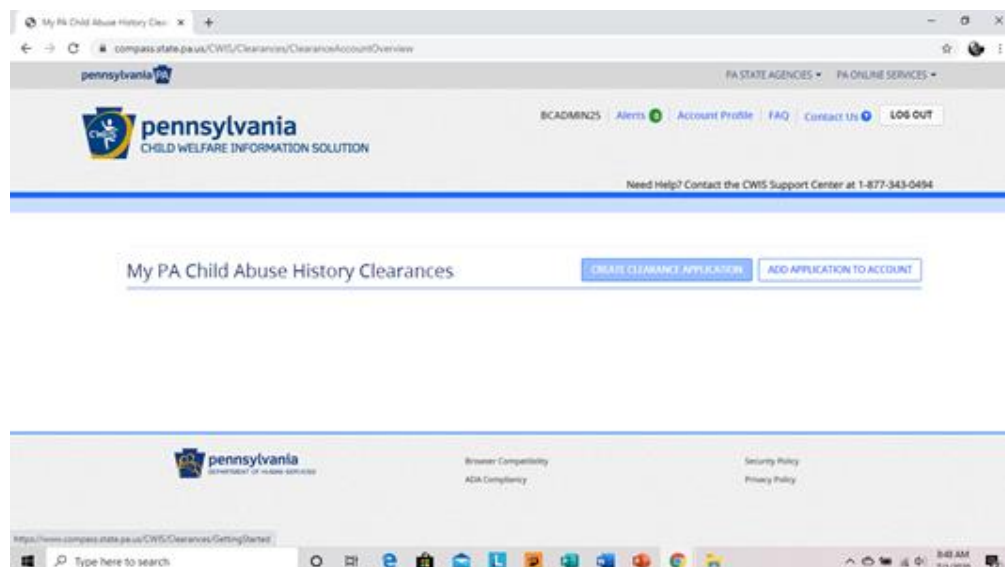
- are at least eight characters long
- contain at least one number
- contain at least one upper case letter
- contain at least one lower case letter
- contain at least one special character, such as @, \$, %
- do not include any of your user name, your first name, or your last name.

SUBMIT **CANCEL**

14. Once you click submit, you'll receive a message that your password has been successfully set and to close the current window.



15. Then the system will redirect you back to the login page where you will enter your log in and newly created password.
16. You will be prompted to agree to the terms and conditions and click “next” to continue.
17. Then, you'll be directed to the disclosure statement again. You'll need to click “continue.”
18. Next, you'll click on “create clearance application.”



19. Then you'll be directed to the information page. You'll need to click "begin" in the lower left corner to continue.

20. Choose the purpose of the application.

The screenshot shows a web browser window with the URL 'compass.state.pa.us/CWIS/Clearance/ApplicationPurpose?NavigatorID=9db72885-6b69-4081-bb65-16236a241794'. The page header includes the Pennsylvania state logo and the text 'pennsylvania CHILD WELFARE INFORMATION SOLUTION'. Navigation links for 'BCADMINIS', 'ABOUT', 'FAQ', 'CONTACT US', and 'LOG OUT' are present. A 'Need Help? Contact the CWS Support Center at 1-877-343-0494' link is also visible. The main content area is titled 'Application Purpose' and contains instructions: 'Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history Clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.' Below this, there are three radio button options: 'Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.', 'Foster Parent: Applying for purposes of providing foster care.', and 'Prospective Adoptive Parent: Applying for the purpose of adoption.' On the left side, there is a sidebar with a 'Back To My Account' link and a list of steps for 'Part 1' (Application Purpose, Application Information, Current Address, Previous Address, Household Members, Application Summary) and 'Part 2' (Signature, Application Payment). The 'Application Purpose' step is currently selected. At the bottom of the sidebar, there are buttons for 'DELETE APPLICATION' and 'SAVE APPLICATION'. The browser's address bar and taskbar are visible at the bottom.

21. Once you have chosen the appropriate category, you'll click "next". Most of our staff have direct contact with children or volunteer having direct or indirect contact with children.

22. Next, you will enter the applicant's information found on the PA Child Abuse History Registration they filled out when they were hired. The email address will be yours and a contact number is not needed.

23. Then you will enter the applicant's home address. Indicate if their mailing address is the same as their home address and enter "no" for "would you like to have a paper version sent to your home?"

Current Address

compass.state.pa.us/CWIS/Clearances/CurrentAddress?NavAct=Next&NavigatorID=0b39d86b-7002-4d01-b49d-386a46a5a46

Household Members

Application Summary

Part 2

eSignature

Application Payment

Home Address

Country required

United States

Address Line 1 required

4601 Carroll Street

Address Line 2

Eg., Apartment 101

City required

Pittsburgh

State required

Pennsylvania

Zip Code required

15224

County

Allegheny

Mailing Address

All notices and correspondences will be sent to you at the mailing address entered here.

Attention

We can only send notices and correspondences (including your clearance certificate) to your residential address or your personal P.O. Box.

Is your mailing address the same as your home address?

Type here to search

8:57 AM 7/1/2020

24. After clicking next, you'll add the applicant's previous addresses by clicking the (+) button as indicated.

Previous Address

compass.state.pa.us/CWIS/Clearances/PreviousAddress?NavAct=Next&NavigatorID=3f5cb27a-017b-4e86-9919-3b56602a81e1

Need Help? Contact the CWIS Support Center at 1-877-343-0494

e-Clearance ID: 000005322158

DELETE APPLICATION

SAVE APPLICATION

Previous Addresses

Please enter everywhere you have lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.

+ ADD PREVIOUS ADDRESS

Country	Street Address	City	State	Zip Code	County

EDIT

DELETE

PREVIOUS

NEXT

Back To My Account

Part 1

Application Purpose

Applicant Information

Current Address

Previous Address

Household Members

Application Summary

Part 2

eSignature

Application Payment

pennsylvania

BROWSER COMPATIBILITY

ADDITIONAL COMPLIANCE

SECURITY POLICY

PRIVACY POLICY

Type here to search

8:58 AM 7/1/2020

25. You will need to click “add” for each address entered. If you do not have complete information on the form, enter as much as you have. Then, you will click “next” to take you further. You will be directed to the household members portion of the application. You will need to enter as much information as you have based on the applicant’s form. You will also need to choose the relationship of the applicant to the person in the household. Pay close attention to what is indicated on the form. Then click “next.”

The screenshot shows a web browser window with the URL compass.state.pa.us/CWIS/Clearances/HouseholdMembers/NavAct=Next&NavigatorID=00597b3a-67df-432e-ad33-d73ac4a260. The page title is "Household Member Information". A modal form is displayed with the following fields:

- First Name (text input)
- Middle Name (text input)
- Last Name (text input)
- Relationship To Applicant (dropdown menu, currently showing "--Select--")
- Gender (dropdown menu, currently showing "--Select--")
- Current Age (text input)

At the bottom of the modal are "CANCEL" and "ADD" buttons. The background shows a sidebar with navigation links for "Part 1" (Applicant, Applicant's Current Address, Previous Addresses, Household) and "Part 2" (Signature, Application Payment). The "Household" link is selected.

This screenshot shows the same "Household Member Information" form, but with the "Relationship To Applicant" dropdown menu open. The menu lists the following options:

- Select--
- Brother/sister
- Child of domestic partner
- Domestic partner
- First cousin
- Grandchild
- Grandparent
- Guardian
- Nephew/niece
- Other
- Parent (highlighted)
- Parent's domestic partner
- Son/daughter
- Spouse
- Stepparent
- Stepson/stepdaughter
- Uncle/aunt
- Ward of state

The form fields are partially filled: "Middle Name" is empty, "Last Name" contains "Champa", "Gender" is "--Select--", and "Current Age" is empty. The "ADD" button is visible at the bottom right of the modal.

Previous Addresses

compass.state.pa.us/CWS/Clearance/PreviousAddress?NavigatorID=9f6c0d7a-011b-4e0b-9019-b05602a81e1

[Current Address](#)
[Previous Address](#)
[Household Members](#)
[Application Summary](#)
 Part 2
[Signature](#)
[Application Payment](#)

[+ ADD PREVIOUS ADDRESS](#)

	Country	Street Address	City	State	Zip Code	County
<input type="radio"/>	United States	819 Mellon Street Apt. 2	Pittsburgh	Pennsylvania	15206	Allegheny
<input type="radio"/>	United States	1534 Brighton Place Apt. B	Pittsburgh	Pennsylvania	15212	Allegheny
<input type="radio"/>	United States	1110 Leland Way Apt. B	Burbank	California	91504	
<input type="radio"/>	United States	3601 Gypsum Road Apt. 3	Reno	Nevada	89501	
<input type="radio"/>	United States	1195 Selmi Drive Apt. 302	Reno	Nevada		

[EDIT](#) [DELETE](#)

[← PREVIOUS](#) [NEXT →](#)

Browser Compatibility
 ADA Compliance

Security Policy
 Privacy Policy

26. After you have completed adding household members, you'll click next. You will be taken to the "Application Summary" where you can make edits as needed.

Application Summary

compass.state.pa.us/CWS/Clearance/ApplicationSummary?NavAct=Next&NavigatorID=d2f03b05-4416-4e11-924e-14a93d566e32

Part 1
[Application Purpose](#)
[Applicant Information](#)
[Current Address](#)
[Previous Address](#)
[Household Members](#)
[Application Summary](#)
 Part 2
[Signature](#)
[Application Payment](#)

Application Summary

Below is a summary of the information you have entered so far. Please check your information for accuracy. If your information is not correct or needs to be updated, please click the edit button in the heading of the section that you would like to update and modify it as necessary.

[COLLAPSE ALL](#)

Application Purpose [EDIT](#)

Application Purpose

Individual 14 years of age or older who is Applying for or Holding a Paid Position as an Employee with a Program, Activity or Service, as a Person Responsible for the Child's Welfare or having Direct Contact with Children

Applicant Information [EDIT](#)

Basic Information

Name: julianne jones

Date of Birth: 08/16/1992

Gender: Female

Type here to search

9:18 AM 7/1/2020

27. After clicking next, you'll be directed to the e-signature page where you will type in the applicant's name and click, "next."

The screenshot shows a web browser window with the URL `compass.state.pa.us/CWIS/Clearances/RightsAndResponsibilities/NavAct=Next&NavigatorID=24e70221-faf-433d-b128-da100a5d795e`. The page is titled "eSignature". On the left, a navigation menu lists "Part 1" (Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, Application Summary) and "Part 2" (eSignature, Application Payment). The "eSignature" step is selected. The main content area says: "You are almost finished! To complete your application please eSign below by checking the acknowledgement and entering your **first and last name** as it appears on the Application Information screen." Below this is a checkbox: "I hereby certify that the information entered on this report is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code)." The checkbox is checked. Below the checkbox is a text input field labeled "Signature" containing the text "Juliana Jones". At the bottom of the form are two buttons: "PREVIOUS" and "NEXT". The footer of the page includes the Pennsylvania Department of Public Welfare logo, "Browser Compatibility", "ADA Compliance", "Security Policy", and "Privacy Policy". The Windows taskbar at the bottom shows the time as 9:22 AM on 7/1/2020.

28. Now you will be directed to the payment page.

The screenshot shows a web browser window with the URL `compass.state.pa.us/CWIS/Clearances/ApplicationPayment?NavAct=Next&NavigatorID=3cc285dc-9f6c-4b30-bf48-ba48abdb56e3`. The page is titled "Application Payment". On the left, a navigation menu lists "Part 1" (Application Purpose, Applicant Information, Current Address, Previous Address, Household Members, Application Summary) and "Part 2" (eSignature, Application Payment). The "Application Payment" step is selected. The main content area says: "Did an organization provide a code for your application?" with a "response" icon. Below this are two radio buttons: "Yes" and "No", with "No" selected. A large grey box contains the following text: "To submit a payment for your application, please click the 'Make A Payment' button at the bottom of this page. If your application times out during your payment submission, it will be saved to your PA Child Abuse History Clearance Account where you may quickly retrieve and submit it. When you select the 'Make a Payment' button, you will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Submission Confirmation page." At the top of the page, there is a blue header with the Pennsylvania Department of Public Welfare logo, "CHILD WELFARE INFORMATION SOLUTION", and a "Need Help? Contact the CWIS Support Center at 1-877-343-0494". Below the header is a blue bar with "e-Clearance ID: 000005322158" and two buttons: "DELETE APPLICATION" and "SAVE APPLICATION". The Windows taskbar at the bottom shows the time as 9:24 AM on 7/1/2020.

CWIS Citizen Payment

globalgateway4.firstdata.com/collect_payment_data?ant=454b6b11400c1b92680193f515750ae8&merchant=WSP-PA-DE-88z4LwCN%26g&order=18c7d2ed7c56c42d0199c7373...

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

Review Your Order

e-Clearance ID:
5322158

Total Amount: USD 13.00






[Return to CWIS Citizen](#)

Pay With Your Credit Card

You are allowed two attempts to make an electronic payment. After two failed electronic payment attempts, you will be required to submit a paper application.

Name on Credit/Debit Card

Credit/Debit Card Number

Credit/Debit Card Expiration Month and Year (MMYY)

Credit/Debit Verification Code

Submission Confirmation

compass.state.pa.us/CWIS/Clearances/SubmissionConfirmation

Please print a copy of this page as a confirmation of payment for your records.

Submission Confirmation

Success.
Your application has been successfully submitted!

- Transaction ID: 15936098410005322158
- Amount Paid: \$13.00
- Description: e-Clearance ID: 5322158
- Payment Timestamp: Wednesday, July 1, 2020 9:28:13 AM

Next Steps

Thank you for your submission. Please check your email for a confirmation notification that you may save for your own records. If you do not receive an email confirmation, contact ChildLine and Abuse Registry's Child Abuse History Clearance Unit at 1-877-371-5422.

You may view or check the status of your application from your PA Child Abuse History Clearance Account at any time. Once your application has been processed, you will receive a notification via email to log in to your account and view the outcome/result of the application.

You can also log into your account at any time from the Child Welfare Portal homepage.

Now that you have submitted your application, what would you like to do?

29. After following the prompts to complete your payment, you can print out the submission confirmation for your records.


30. Once the clearance is ready, you will receive another email from the automated pa account indicating that the clearance is ready, at which point you can click on the link, log in and print out your clearance.

Criminal History Clearance

The next clearance you need to run is the Criminal History Clearance. For this clearance, you will go to epatch.state.pa.us. Once you arrive on the page, you'll need to "submit a new record check" or use the yellow "new record check" if you're doing a clearance for a volunteer.



After you read the terms and conditions, you'll need to "accept" at the bottom of the page to continue.


Pennsylvania Access To Criminal History
 Commissioner Robert Evanchick Gov. Thomas W. Wolf

[Home](#)
[Record Check](#)
[Help](#)

Terms and Conditions for the use of PATCH

Please read the following terms and conditions for the use of the PATCH application and click the accept button to proceed.

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

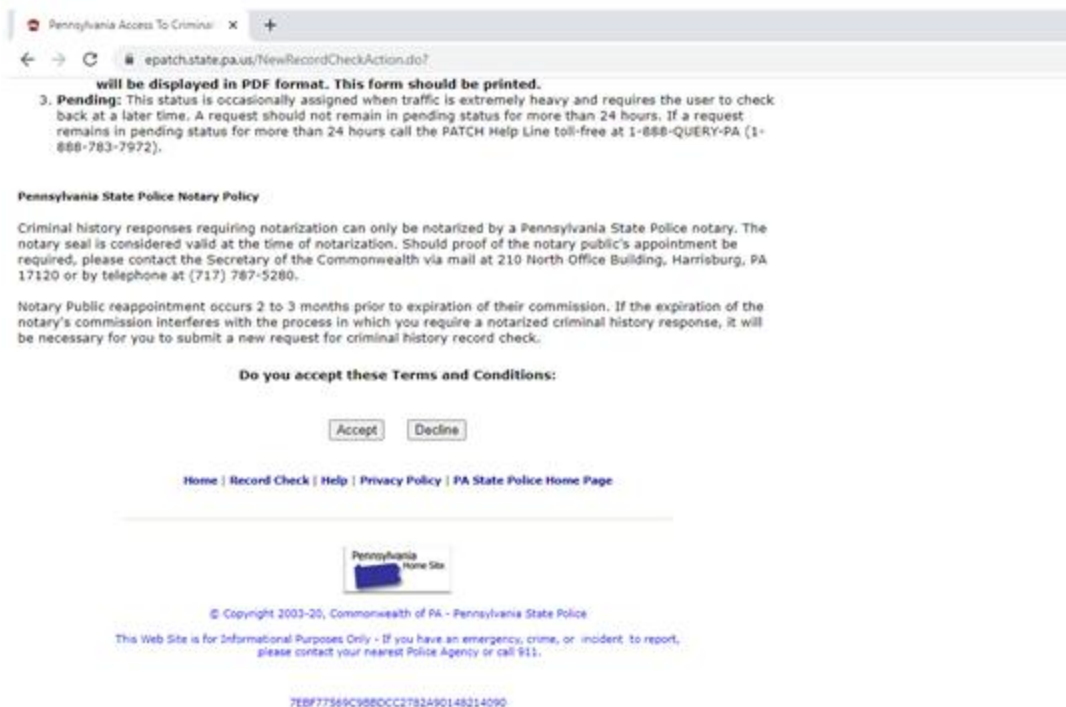
There is a \$22.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors. There is an additional \$5.00 non-refundable fee for a notarized copy. Notarized copies not available for free volunteer checks.

Individual Access and Review - Requests by mail only. Fee \$20.00

An Individual Access and Review is only available to the subject of the record or their legal representative with a legal affidavit attached. Any individual who wishes to obtain an Individual Access and Review Criminal History per 18 Pa C.S. 9152 shall submit form SP4-170, **"REQUEST FOR INDIVIDUAL ACCESS AND REVIEW"**, by mail to the Pennsylvania State Police Central Repository. Proper identification **MUST** be submitted with the **REQUEST FOR INDIVIDUAL ACCESS AND REVIEW** and the required \$20.00 fee. The only identification that will be accepted is a photocopy of a valid Government issued identification with a current address. The following identification will be accepted; State issued Driver's License, State issued Photo Identification Card, Department of Corrections' Identification cards, Passport, United States Military Identification. If the Government issued identification does not show a current address a copy of the following items will be accepted. A utility bill dated within 60 days of the request. A deed, a mortgage or a residential rental/lease agreement. A current home owner's insurance policy. If you do not have any of the above listed items please contact PATCH at 1-888-783-7972 and select option 5. The SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form may be downloaded from the home page of this web site under the "HELP" drop down menu.

Expungement

Next, you will choose "company request" then click "continue."



Then, you will select the reason, “employment”, enter the company information, enter your contact information, then click “next”. Then, you’ll be prompted to review the company information and click “proceed.” Then you’ll need to fill in the information for the applicant including any aliases indicated on their Request for Criminal Record Check they filled out at the time of hire.

Then enter the request. You can also enter multiple requests at the same time.

Pennsylvania Access To Criminal History

← → ↻ epatch.state.pa.us/RequesterDetailsAction.do

The system has been updated to allow the requestor to add an email address. When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 22.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged \$ 22.00 dollars for each individual on which you are performing a background check.

Reason For Request:

Company Details

Company Name:

Company Address Line 1:

Company Address Line 2:

City:

State:

Zip:

Country:

Phone Number:

Company Contact Details

First Name:

Middle Name:

Last Name:

Email Addr:

Confirm Email Addr:

Once you've finished entering requests, then click "add requests" click "finished" and then "submit." Then you'll "checkout" and put in the credit card information for the account being charged.

Pennsylvania Access To Criminal History

← → ↻ epatch.state.pa.us/RecordCheckEntryForm.do

Pennsylvania Access To Criminal History

Commissioner Robert Evanschick Gov. Thomas W Wolf

Home Record Check Help

Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be \$ 22.00. Once the "Submit" button is clicked, you will need to enter your credit card information.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
Jones, Jalandra		530-69-8180	09/16/1992	U	F

One item found.

Payment method: Credit Card Only!

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

Pennsylvania Home Site

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After the credit charge goes through, you will be prompted to access the background certification immediately or prompted that the application is under review. Applications under review typically require more research before the certificate can be provided. On the screen where you see the "Certification Form" you can click on the blue hyperlink called "Certification Form" to print it out.

Fingerprint Instructions

1. Log on to <https://www.identogo.com/locations/pennsylvania>
2. Click on "Digital Fingerprinting" in the lower left corner of the screen
3. When prompted to enter a service code, enter 1KG756 (Maker's Clubhouse Staff will enter 1KG738)
4. Then click "schedule or manage appointment" and follow the prompts from there.

OR

1. Call 1-844-321-2101 to pre-register and provide code 1KG756