



NOTRE DAME ACADEMY

ONE FAMILY, ALWAYS UNITED

2023-2024 Volunteer Requirements

STEPS #1-#4 are to be completed by ALL PARENTS (PS-8th grade)

Step 1: All volunteers must create a CMG Account. Go to www.cmgconnect.org and follow prompts.

Step 2: Once your CMG account is set up, all parents who wish to volunteer at NDA must complete the Safe Environment Curriculum which includes watching a Safe Environment Video, answering questions about the video, and reading/signing the Code of Ethical Standards. **Safe Environment Training must be repeated every 5 years.**

Step 3: ALL volunteers are required to complete the background check available through the CMG website. **Previously completed LIVESCANS are no longer accepted - and must be replaced with a background check through CMG.** The cost of the background check is \$25. This will be billed to you through FACTS. **Background Checks must be repeated every 5 years.**

Step 4: All volunteers must submit a negative TB test result to the office. This test is required every 4 years.

- a. Kinder-8th grade Parents submit Negative TB results to the office
- b. PS & KP Parents submit Negative TB results to Melissa Amador, Early Childhood Director

STEPS 5 & 6 are for PRESCHOOL AND KINDER PREP PARENTS ONLY:

Step 5: Bring in your Immunization Record as California state requires that anyone encountering children at a preschool day care center must be immunized for the following:

1. MMR-measles
2. Tdap-Pertussis (no earlier than 2005)
3. Influenza – annually (or may write a letter to decline)

Step 6: Return the signed & completed “Good Health Statement” form to Melissa Amador, Early Childhood Director.

We realize these requirements may not be convenient; however, no price can be put on your child’s safety. Thank you.