

Background Check Requirements for School Age Programs and Drop-In Programs

Who is required to have a comprehensive fingerprint-based background check?

- ✓ *Each applicant, applicant with a temporary permit and licensee;*
- ✓ *each employee regardless of position or access to children;*
- ✓ *each volunteer counted in the supervisory ratio; and*
- ✓ *any other individual at least 16 years of age present in the facility whose activities involve unsupervised access to children.*

Who is required to have a name-based background check?

- ✓ *Each volunteer limited to supervised access to children;*
- ✓ *each student at least 16 years of age assigned to the facility as part of a high school or college class provided the student is not counted in the supervisory ratio and is limited to supervised access to children in care; and*
- ✓ *each individual at least 18 years of age present in the facility whose activities are limited to supervised access to children, for example, resource and referral coaches and staff members of the local unified school district or special education cooperative*

Who is not required to have a background check?

- ✓ *Any child enrolled in care;*
- ✓ *parents/guardians present for the purpose of interacting with their own child;*
- ✓ *parents/guardians volunteering to help with a special event or field trip, provided that they do not have unsupervised access to the other children in care;*
- ✓ *parents/guardians visiting the facility prior to enrolling their child, provided that they do not have unsupervised access to children in care; and*
- ✓ *tradesmen or service workers, for example, plumbers, emergency repair professionals and lawn service workers, provided that they do not have unsupervised access to children in care.*

What does unsupervised access to children mean?

Unsupervised access to children means the potential to be left alone with any child or group of children in care.

What does supervised access to children mean?

Supervised access to children means that contact with any child or group of children in care takes place in the direct line of sight of a designated supervising employee of the facility who has passed a comprehensive fingerprint-based background check within the last five years.

Can someone work in the facility before passing their background check?

No. Individuals must complete and pass the required background checks before being allowed to work, volunteer or reside in the facility.