

**Effective August 1, 2017**

### **8.5 Badges & Lanyards**

Once the parent's driver's license has been scanned, the parent will be issued a WMS badge and lanyard. Each family will be issued up to two (2) WMS Badges once driver's licenses have been scanned. The WMS Badges and lanyard should be worn while visiting the school or supervising field trips.

A family may request additional badges for a cost of \$10 each to replace lost ones or for grandparents or sitters once they have had their driver's license scanned.

Should the visitor not have their WMS Badge, they will sign in at the front office and may borrow a WMS Badge by leaving their car keys with the receptionist.

The WMS Badge and lanyard should only be worn by the person to whom it was issued.

### **8.6 Visiting for School Events**

When visiting for school events such as Loved Ones' Day, celebrations, class parties, or Graduation, parents should wear their WMS Badge. Special guests that attend a school event with a family may acquire a visitor sticker from the front office.

### **8.7 Background Checks**

A person who is regularly or frequently present at the school or serves in a capacity where the person is counted in the child-to-caregiver ratio or has responsibility that requires contact with the children will be required to complete a background check which may or may not involve fingerprinting.

A person is regularly or frequently at the school if the person is at the school:

- a) on a scheduled basis;
- b) for three or more non-continuous visits in a 30-day period;
- c) for one continuous stay that exceeds seven days; or
- d) for three or more continuous stays per year, and the duration of each stay exceeds 48 hours.

A person is counted in the child-to-caregiver ratio or has responsibility that requires contact with the children includes, but is not limited to:

- a) WMS employees;
- b) paid and volunteer substitutes;
- c) volunteers who drive on field trips;
- d) volunteers who cover classrooms for teachers to attend functions during the school day; and/or
- e) volunteers who work directly with students on a scheduled basis.

During the 2017 – 2018 school year, parents and other interested persons may complete a WMS Volunteer Opportunities Form. Should the person be interested in volunteering in a capacity that meets the background check requirements, he/she will complete a Background Check Identifying Information Form and submit the form to the school office. Due to the nature of information that is collected, completed forms are viewed only by the Business Manager and locked in a secure filing cabinet that can only be accessed by the Business Manager and Head of School.

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The Business Manager will use the Background Check Identifying Information Form to submit a request for a background check via the Childcare Licensing Provider page on the Texas Department of Family and Protective Services website. The DFPS will run a name-based criminal history check and a central registry check.

Once the request has cleared the DFPS, the Business Manager will contact the person to schedule an appointment to complete the fingerprinting process. Fingerprinting will be completed at an off-site location. Persons who are fingerprinted will be responsible for paying any fees associated with the service.

After the initial background check, persons who wish to continue in this capacity will have the DFPS name-based criminal history check and central registry check completed every 24 months.

Resources to learn more about Background Checks can be found on the school website under Forms and Fliers.

Resources include:

- 1) DFPS Licensing Background Check Rules;
- 2) DFPS Background Checks Overview;
- 3) Licensed or Certified Child Care Operations: Criminal History Requirements chart; and
- 4) WMS Background Check Identifying Information Form.