



Dear Seneca Families:

Over the summer months, we routinely review our policies and protocols to ensure that we are doing everything we can to maintain the safety of your children. In reviewing the best practices being adopted across the country, we found that many private and public schools currently have “volunteer background check” policies in place for any person(s) having direct contact with students. This new policy is in addition to the extensive background checks already required of teachers, staff and club vendors.

In keeping with these current trends, Seneca Academy will be instituting a volunteer background check policy, effective September 1, 2016. The intent of this policy is to ensure the safety of all of our students by conducting a background check on all volunteers who supervise or are responsible for working with our students before, during and after school.

**This includes: Parent volunteers working within the classroom setting and chaperoning field trips as well as any volunteer working with our students during a school sponsored club.**

We ask that you understand that we are in the beginning stages of the implementation of this policy. We will conduct background checks in a timely manner and with the utmost respect for confidentiality. Please know how much your volunteer time and efforts are appreciated. Your support has a direct impact on the success of our students and the opportunities we are able to offer.

The following procedures will be followed to conduct the background check:

1. Parents and volunteers need to complete the Seneca Academy Background Check Waiver.
2. The form must be returned to the office for processing 3-5 business days prior to the volunteer opportunity.
3. You will be contacted if additional information is required to perform the background check.
4. All background checks will be considered approved unless you are notified.

We thank you for your continued support of Seneca Academy!

If you have any questions or concerns regarding this new policy please contact me at 301-869-3728.

Sincerely,

Michelle Parker  
Head of School