

Dear Parents,

Thank you for your interest in volunteering in your child's classroom! Central Co-Operative Nursery School is licensed through the Massachusetts Department of Early Education and Care (EEC). As such, we must follow strict regulations regarding parent/caregiver volunteers in the classroom.

**ALL** volunteers are **REQUIRED** to complete an EEC Background Record Check (BRC), which includes a fingerprint check, Criminal Offender Record Information (CORI) check, Department of Children and Families (DCF) check, and a Sex Offender Registry Information (SORI) check.

Volunteers must fill out the attached consent form and submit it with a copy of your driver's license to the director for submission to the EEC BRC. Once received, you will receive an email from EEC with instructions on how to set up your fingerprint check. Once this check is complete, the CORI, DCF and SORI will be processed.

All candidates must pay a \$35.00 fee to undergo a fingerprint based check. Identigo, the fingerprint vendor will confirm that the name on the legal document (i.e., passport, driver's license) matches the name that you used to register for fingerprinting and to complete the EEC BRC.

If the BRC identifies disqualifying offences, you will receive an email with instructions on how to proceed. The Co-Op will not be notified of your disqualifying offences. EEC will only share your final suitability determination with the program. If no disqualifying offences are found, you will be deemed "suitable" for volunteering and EEC will notify the Co-Op. This suitability status is valid for three years, after which parents/caregivers must undergo another fingerprint based check in order to volunteer further.

In addition, **ALL** volunteers are **REQUIRED** to complete a free online Emergency Response course through the EEC Essentials training program. Massachusetts has announced the creation of The StrongStart Online Professional Development System (PDS) to support early educators and programs. The EEC Essentials training is a new federal requirement within the StrongStart Online PDS that is designed to increase the knowledge of staff in child care programs about child development, health, and safety topics. This program now requires that all volunteers, interns, or substitutes who do not count in the child/teacher ratio complete a one-hour training module called "Emergency Response." Online Emergency Response training must be completed annually.

Parents/caregivers **MAY NOT** volunteer in the classroom until they have been deemed suitable for volunteering by EEC **and** have completed the EEC Essentials course. Once these steps have been satisfactorily completed, you will receive a link to sign up to volunteer in your child's classroom.

Attached, you will find more information from EEC regarding the Background Record Check and fingerprinting, as well as detailed instructions on how to register for and access the Emergency Response course through The StrongStart Online Professional Development System. Please note that there is **NO** cost to register for the Emergency Response course!

Thank you again for your interest in volunteering at the Co-Op. Please do not hesitate to reach out if you have any questions regarding this process.

Thank you,  
Suzanne Dionne  
Program Director

## **Emergency Response Training Registration Instructions**

Massachusetts has announced the creation of The StrongStart Online Professional Development System (PDS) to support early educators and programs. The EEC Essentials training is a new federal requirement within the StrongStart Online PDS that is designed to increase the knowledge of staff in child care programs about child development, health, and safety topics. This program now requires that all volunteers, interns, or substitutes who do not count in the child/teacher ratio complete a one-hour training module called "Emergency Response."

### **How to access the Learning Management Systems (LMS) and create your account:**

Go to the URL: <https://strongstart.eoe.mass.gov/ets/home>

Click the "login" button in the top left corner to create your account.

Click to "accept release statement."

Complete the registration process.

**\*\*Note:** Volunteers do not have a PQR number. In place of the PQR number, volunteers may use the code "1111" when registering in The StrongStart Online Professional Development System.

### **How to enroll in the Emergency Response course:**

Click the "course catalog" button in the left menu.

Click on the title of the course you are taking - Emergency Response.

Click to "get item."

Click "in cart (checkout)." **\*\*Note-** this is a free course!

Click "finish" to enroll.

Click the course title to open the course.

Click "accept" to acknowledge "exit" requirements.

Click on the module title to launch the course.

Upon completion of the Emergency Response course, please print your certificate and submit it to the Co-Op director. Your certificate must be added to the Co-Op's program files/personnel records for monitoring purposes.