

Volunteering at CCDS

Volunteering at CCDS is an excellent way to be involved in the education of your child in a way that also benefits the operation of the school. Volunteers can do a range of work from preparing homework packets to tutoring small groups, running stations in the primary grades, making phone calls, etc. Individual classrooms teachers determine their need for classroom support by volunteers. Below are answers to frequently asked questions regarding volunteering at CCDS.

What do I need to drive on a field trip?

1. Volunteers must be 21 years old or over and possess a **valid California Driver's License**, a copy of which will be on file in the school office.
2. A copy of **your current insurance policy declaration page with required limits of liability, name and current date of expiration** on file in the school office. Required limits of liability are listed on the Field Trip Driver's Application. This can be faxed to (530) 895-2646 by your insurance company.
3. Be cleared through the **Department of Justice Live Scan**. The Live Scan is a one-time event and is not transferable from other agencies — for as long as your child is enrolled at CCDS or the CCDS Preschool.
 - a. **Chico State Information Center** - Pick up Live Scan form in the CCDS main office which has our account information. Take completed form to Chico State Information Center (898-4002) located at 2nd Street and Normal Avenue. Live scan services are provided on a walk-in basis. Cost is \$52. Hours are 9 a.m. to 4 p.m. M-F during the school year. No perfumes or lotions should be worn.
 - b. **Blue Oak Mobile Livescan** – Provides on-site live scan services and will come to your home. Cost is \$67 with a \$5 donation back to CCDS. For an appointment, call (530)387-4540.
4. **Negative test for tuberculosis** within the past four years. Certificate must be on file in the school office. If you need to have a skin test completed, we recommend Paramex, which is located at the corner of E. 5th Avenue and Sherman. Tests are available on a walk-in basis M-W (8 a.m.-5 p.m., closed from 12-1 p.m.) and are \$25. Please call 895-3203 to confirm that they have someone working that can do the test. TB Test must be renewed every four years. You may also go to Butte County Public Health Department located on Oleander across from Chico Junior High. The test is \$25 and is available by appointment only all weekdays except for Thursdays.
5. Completed **Parent Field Trip Driver Application**.
6. **Study Trip Procedures** must be reviewed and signed.
7. **Statement of Confidentiality** must be reviewed and signed. This is included in the Parent Handbook confirmation which can be completed through the Parent Portal. You may also come by the main office for a hard copy.
8. Completed **Chaperone Field Trip Participation Form** filled out per field trip. This will be handed out by your child's teacher.

What do I need to chaperone on a field trip?

1. Chaperones must be 18 years or over and be cleared through the **Department of Justice Live Scan**. See above for more information.
2. **Negative test for tuberculosis** within the past four years. See above for more information.
3. Completed **Chaperone Field Trip Participation Form** per field trip. This will be handed out by your child's teacher.
4. **Statement of Confidentiality** must be reviewed and signed. This is included in the Parent Handbook confirmation which can be completed through the Parent Portal. You may also come by the main office for a hard copy.

What do I need to work in the classroom?

1. **Signed Affidavit** which certifies that you have not been charged with or convicted of a violent or serious felony crimes as defined in CA ED. Code 45222.1 (Pg. 14 of Parent Handbook 2015-16). This is included in the Parent Handbook confirmation which can be completed through the Parent Portal. You may also come by the main office for a hard copy. This is not needed if you have completed a live scan for CCDS.
2. **Negative test for tuberculosis** within the past 4 years. Certificate must be on file in the school office. See above for more information.
3. **Statement of Confidentiality** must be reviewed and signed. This is included in the Parent Handbook confirmation which can be completed through the Parent Portal. You may also come by the main office for a hard copy.