



St. Edward the Confessor School

4901 WEST METAIRIE AVENUE
METAIRIE, LOUISIANA 70001-4496

Telephone: 504-888-6353 Facsimile: 504-456-0960

September 13, 2011

Dear Parents:

RE: Safe Environment Training

At the start of the 2010-2011 school year, the Archdiocese of New Orleans instituted a new process for ensuring proper screening of adults who would be in regular contact with school-aged children. As part of this program, St. Edward the Confessor School urged all of its parental volunteers to undergo the full training and screening; this group included volunteer coaches and moderators, regular volunteers, room mothers, and other adults who chaperone children other than their own children.

Those volunteers who have undergone the full process are cleared to volunteer for a period of three years. After three years, should they choose to remain in volunteer positions, they will need to be retrained.

Please understand that there are 3 steps to this process:


1. Attend an Archdiocesan Training class. After attending the class, bring a copy of the certificate to the school office.
2. Complete a background check authorization form, which you may get from the school office.
3. In order to process the background check, we need a check in the amount of \$15 made out to St. Edward the Confessor.

The screening process comes with a per-person expense. For the first semester of 2010, this expense was slightly under \$15 per person screened. Because this was a new program, and one for which we did not have a great deal of lead time before implementation, St. Edward the Confessor School took on the cost of the screenings for this initial group. Since *January 1, 2011, however, any volunteer wishing to undergo the training and screening process will be individually responsible for paying whatever the current screening cost will be.* While we regret this added expense, we realize how valuable it is to ensure the safety of our children.

Other links on the St. Edward the Confessor School Website lead to further information about the overall Archdiocesan Safe Environment Program and also provide a regularly-updated calendar of upcoming training dates. We are attaching the most recent calendar, but updates are done monthly.

If you wish to be trained in anticipation of an upcoming school event at which you would like to chaperone, please choose as early a training date as possible. After you attend the session, please follow the steps above. (Please do not wait until just a few days before the event to take care of all of the details of the training and screening.)

Sincerely,


Thomas E. Becker, Ph.D