

## Important Information for Most Sacred Heart School Parents

In order to be eligible to be a chaperone for field trips, be a room mom or dad, volunteer for the hot lunch program, coach a team, or any other activity that involves working with or near the children of Most Sacred Heart Parish, the Archdiocese requires these three criteria be met and verified.

### 1. Attend a Protecting God's Children workshop.

- a. Login to the Archdiocesan website at [www.archstl.org](http://www.archstl.org).
- b. Click on the Safe Environment Program tab under the Protecting God's Children banner.
- c. Click on the Virtus Protecting God's Children Workshop Schedule tab under the Safe Environment Program Home banner.
- d. Select the St. Louis MO Archdiocese option.
- e. Scroll through the available workshops and register at the Start Registration tab at the top of the page. You may also be asked to call or email the location to register. This information will be contained in the Notes.

### 2. Code of Ethical Conduct for Clergy, Employees and Volunteers Working With Minors in the Archdiocese.

- a. Download the Code of Ethical Conduct:  
<http://mostsacredheartschool.org/wp-content/uploads/2013/04/Code-of-Ethical-Conduct.pdf>
- b. Read the Code and complete the last page (page 11) and return the completed page to the Most Sacred Heart School Office, or the Rectory in an envelope marked ATTN: Child Safety Coordinator.
- c. Keep the **Code** booklet as a reference manual.

### 3. WORKER REGISTRATION FORM - Missouri Department of Health and Senior Services Family Care Safety Registry

- a. Download the Worker Registration form:  
<http://sacredhearteureka.org/wp-content/uploads/2016/11/2016-2017-NEW-PRICE-FCSR-WORKER-REGISTRATION-FORM.pdf>
- b. Complete the form. (The Worker Type is Volunteer Registrant).  
Return the completed form to the Most Sacred Heart School Office, or the Rectory in an envelope marked ATTN: Child Safety Coordinator.
- c. DO NOT send the form to the Missouri Department of Health and Senior Services. Most Sacred Heart will submit the completed form along with the registration fee for processing.

Upon receiving the above listed documents, the registration and background screening check will be processed. A copy of the background check will be sent to the address given on the registration form.

\*\*\*\*Many of our parents have already taken the Protecting God's Children workshop but have not filled out the Code and the Worker Registration form. Unfortunately, these forms are not given out at the PGC workshop, but must originate from the individual's parish.

If you are not sure that you have filled out these two forms, please contact Kelly Schumacher at 636-938-5048.

Should you have any other questions regarding the Safe Environment Program, I can be reached at the 636-938-5048.

Thank you,

Kelly Schumacher  
MSH Child Safety Coordinator