



Dear Volunteers and Chaperones:

East Windsor Public Schools gladly welcomes volunteers and chaperones for school-based needs. In keeping with East Windsor Public Schools mission to create a safe and nurturing environment for students, we require the Department of Children and Families (DCF) background searches before volunteering for the first time and every two (2) years thereafter.

Interested first-time, not yet checked, or expired volunteers:

- Download and complete DCF-3031 form found here: [DCF - 3031](#)
- Complete the East Windsor Public Schools Volunteer Application found here: [Volunteer Application](#) ○ Upload your completed DCF-3031 form to the volunteer application.

Returning chaperones and volunteers (already approved volunteers):

- Sign up for opportunities through the school's main office.
- Contact the school's main office to find out your background check expiration date.

Processing information:

- Please allow 10 business days for processing; we will do our best to expedite time-sensitive requests.
- HR will reach out using the contact information provided in the application if there are any issues or concerns.
- For status updates, please contact the school's main office.

Health and Safety Protocol for Chaperones/Volunteers:

At East Windsor Public Schools, the well-being of our students, staff, and community is a top priority. To ensure a safe and healthy environment during school-sponsored activities and events, we ask all chaperones and volunteers to follow the guidelines below:

- **Vaccination Encouragement:** While vaccination for communicable diseases (such as influenza) is not required, we strongly encourage all volunteers and chaperones to stay up to date on recommended vaccinations to help protect themselves and others.
- **Monitor Your Health:** Please do not attend any school event or activity if you are feeling unwell or exhibiting symptoms of illness such as fever, cough, sore throat, vomiting, or diarrhea. Remaining at home when sick helps prevent the spread of contagious illnesses within our school community.
- **Follow Safety Guidelines:** Chaperones and volunteers are expected to follow any additional health and safety measures in place at the time of the event. These may include proper hand hygiene, respiratory etiquette (e.g., covering coughs and sneezes), and staying informed of any health-related updates from the school.

Thank you for your time, effort and dedication to the students of East Windsor Public Schools.