

GUIDELINES AND POLICIES

FINGERPRINTING POLICIES

Person responsible	This is the person that is responsible for the entire session including but not limited to scheduling, submission of requested information, emergency contact unless otherwise specified.
Due Dates	Failure to obey the due dates will result in cancellation of your session. ALL appointments will be available to area providers the day after the Appointment Schedule is due regardless if the Appointment Schedule has been submitted.
COVID -19	211 Child Care staff will follow any local or state-issued regulations regarding the pandemic as conditions change. 211 CC staff can choose to wear or not as they see fit, unless the location they are at requires masks.
Closed Room	Locations must have an enclosed room with no foot traffic which will be prepared prior to our arrival. The space can be an unused classroom, empty office or conference room. The space CANNOT be in a large room divided by partitions. These room requirements are required in order to ensure privacy for the appointment. 211 CC staff will NOT conduct the session in a room that does not meet these requirements.
Proper size furniture	The enclosed room must have adult-sized table and chairs. Staff will NOT conduct the session in a room that does not have the proper size furniture. For reference, the standard height of the table is approximately 30 inches and the standard height of the chair is approximately 17–19 inches. The furniture can be a folding table and chairs.
No Show Policy	Applicants that do not attend will be considered a No-Show. Our No-Show Policy states that if an applicant does not appear and does not try to reschedule at least 24 hours before their appointment on two (2) separate occasions, they will be barred from scheduling any further appointments. This serves as your acknowledgement of this No Show policy.
Staff on premises	Either the Person Responsible for the session or a Designated staff member from the location MUST remain on the premises for the entire session.
OEC Review	Be advised that the Office of Early Childhood also review appointment requests. If a staff member has already completed a background check, their appointment may be declined/cancelled.
Prescreening & Notifications	Either the Person Responsible for the session or a Designated staff member will be available at least one day prior to the session for a COVID-19 Pre-screening. Please be advised that we reserve the right to cancel and reschedule your session based on your responses during our pre-screening. You will receive notification at least one business day prior to your session with the names of our staff who will be conducting your session. Please be advised that this subject to change.
Registration Errors	Appointments will CANCELLED if applicants do not complete the CCHRS Pre-Enrollment or if forms are not received, incomplete or incorrect. You will be contacted via email to report any errors or changes.
Drills	Locations will refrain from scheduling a fire or lockdown drill while 211 Child Care staff are on site because of security reasons involving our equipment.

INCLEMENT WEATHER POLICY

If 211 Child Care leadership is unable to cancel 1 day prior, you will be notified by both phone and e-mail the morning of your session. If we are unable to reach you by phone, we will call your alternate contact. Please be sure that the phone numbers you provide will be the best numbers to reach you or the alternate site contact in the event of a same-day cancellation.

Impending snowstorm	<p>Impending snowstorm/blizzard forecasted to hit on the day of the scheduled session:</p> <ul style="list-style-type: none">• 211 Child Care leadership will make a decision regarding cancellation one business day in advance. You will be notified via email and phone. Email notices will be sent out to scheduled applicants. 211 Child Care will work with program to reschedule.• 211 Child Care will announce the cancellation on the 211 Child Care webpage https://resources.211childcare.org/announcements/
Delays	<ul style="list-style-type: none">• 211 Child Care leadership will make a decision regarding delay by 700 AM on the day of the scheduled session. Host Sites will be notified via email and phone. Email notices will be sent out to scheduled applicants.• 211 Child Care will announce the delay on the 211 Child Care webpage https://resources.211childcare.org/announcements/
Early Departure	<p>If weather deteriorates during the day when fingerprinting is in session, 211 Child Care staff will make an informed decision regarding early departure.</p> <ul style="list-style-type: none">• Email notices will be sent out to scheduled applicants.• 211 Child Care will announce the cancellation of remaining appointments on the 211 Child Care webpage https://resources.211childcare.org/announcements/.

INSTRUCTIONS

BCIS	Your staff will be instructed to complete their profile in Background Check Information System (BCIS) but should not make an appointment. <i>If staff encounter any issues, please contact us immediately via email as we may be able to provide assistance.</i>
Appointment Schedule	You will complete the Appointment schedule by clicking here . Do not provide staff with this link. The Applicant Tracking Number must be included or the Appointment Schedule will not be accepted.
Pre-screening & Confirmation	You will receive a Confirmation Email at least one business day before the session with the final Appointment Schedule. Appointments are finalized 48 hours before your session. No changes will be made after this date. We cannot allow walk-ins. Our staff does not have the physical access needed to the Connecticut Criminal History Records System offsite. No staff can be added to the schedule on the day of your session.
Day of Session	211 Child Care will arrive approximately 15 minutes prior to the first appointment time. Appointments are typically held in the order of the Appointment Schedule, however, the staff on site are flexible and can take appointments out of order. 211 Child Care will depart approximately 15 minutes after to the last appointment time.
Post Session	You will receive a Post Session Email one business day after the session with the attendance list.