



# ST. FRANCIS XAVIER SCHOOL

145 NORTH WAIOLA AVENUE • LA GRANGE, ILLINOIS 60525 • 708-352-2175 • FAX 708-352-2057

Dear Parent,

All Catholic Dioceses and Archdioceses have instituted programs whereby they are taking all possible steps to ensure the safety of our children. A very important part of those programs involves doing criminal background checks on all employees and individuals who come in direct contact with our children. All volunteers at St. Francis Xavier are in this category.

We encourage all parents new to our school to give serious consideration to completing this program, if you have not already done so, since only adults who have completed the required components may work in the school or in any way with our children.

The Archdiocese of Chicago's Program, Protecting God's Children, has **3 components**:

- 1. Completing a DCFS background check**
- 2. Completing an on-line criminal background check**
- 3. Register on-line to attend a Virtus training class for "Protecting God's Children"**

The first step of this process entails completing the DCFS form in this packet and returning it to the school office.

The second step in the process is completing the on-line criminal background application. If you have Internet access, please sign on to the website [www.archchicago.org](http://www.archchicago.org). On the left side of your screen, toward the bottom, you will see a category "Protecting Children" click on the link and that will take you to a directory page. There you will click on **eApps DB (online application)**. Once in the login page, select "If you do not have a User ID or password click here. You are now at the registration page. After you have registered, the rest of the application is self-explanatory. (For your reference, we have enclosed instructions of the login and registration pages. The "access code" is **protection**.)

The third step in this process involves registering to attend a training session for "Protecting God's Children". Please go to [www.virtus.org](http://www.virtus.org), click on the word REGISTRATION and follow the prompts. The attached sheet (Virtus On Line) can be used as a guide. Choose a training site/date most convenient for you. Please be sure to input SFX as the location where you volunteer.

Thank you for taking the time to complete this process. Please know that your work and time here at St. Francis Xavier are greatly appreciated. We could not continue providing many services to our children without your help.

If you are not able to arrange Internet access on your own or through friends or family, please call us for assistance. If you have any questions regarding any of the above, please contact the school office.

Sincerely,

Ms. Debra Rodde