June 13, 2017

Dear Parent/Guardian,

Rock Garden strives to provide a safe environment for campers and requires background screening for workers and volunteers. Sometimes during First Chance Camp, parents or guardians choose to stay overnight with their camper. If you plan to stay with your camper overnight for First Chance Camp, you will need to complete a background screening *before* camp. Rock Garden Camp uses the Family Care Safety Registry administered through the Missouri Department of Health and Senior Services for background screening. You will need to use this system for the camp even if you have used other background screening systems.

Follow these procedures for your screening:

1. Go to the web-link <http://health.mo.gov/safety/fcsr/> . This is an on-line registry you complete as an individual so you do not have to share personal information with the Dean or the camp.
2. The link Online Registration Instructions will give you an overview of the process. It does costs $13 (plus $1.25 convenience fee to register if you use credit or debit cards). Once you are in the system, you do not have to pay for screening updates.
3. Click on Register Online NEW to begin the registration process. Click on the Registration tab and go to Register Online. Click on the tab Is A Person Registered and follow the prompts for the registration. If you are not in the system, then you will click on Continue to register. You do not enter an employer name and on the pull-down menu for Select if No Employer, choose Volunteer.
4. If you are already in the system, then you can request an updated screening letter. The direct line to call is 866-422-6872.
5. You will receive a confirmation as soon as you complete registration. This is *not* what you provide the camp. It is for your records.
6. You will receive a letter with results of your screening. If you provided an email, this usually is sent within a couple of days. Watch your email for [fcsr@health.mo.gov](mailto:fcsr@health.mo.gov). This is a secure message and when you Click here within the email, you are sent to a sign-in. After setting up your sign-in, another email will open with an attachment. This attachment is the letter you need to print out and bring to camp
7. Bring your results screening letter with you to camp registration.

If you have any issues with registration, contact the direct line number 866-422-6872. Thank you for your kind attention to this matter.

Nick Heavrin, Manager

RGCC

Celebrating 75 Years

# Rock Garden Christian Camp

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