



70 South Main Street  
East Windsor, CT 06088

**Patrick Tudryn, Ed. D**  
Superintendent  
[ptudryn@ewct.org](mailto:ptudryn@ewct.org)

**Lauren Wilcox, SHRM-CP**  
Director of Human Resources  
[lwilcox@ewct.org](mailto:lwilcox@ewct.org)

860.623.3346  
Fax 860.292.6817

September 6, 2023

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 [HR@ewct.org](mailto:HR@ewct.org) or the school's main office to find out your background check expiration date.

**Processing information:**

- Allow 5 business days for processing.
  - We will do our best to expedite time-sensitive requests.
  - If you have a time sensitive request, please still submit the application above but please also email [HR@ewct.org](mailto:HR@ewct.org) to let us know the date of the event you are looking to attend.
- HR will reach out using the contact information provided in the application if there are any issues or concerns.
- For status updates, please contact [HR@ewct.org](mailto:HR@ewct.org) or the school's main office.

**COVID-19 information and protocol:**

Although we are not requiring vaccination of our chaperones/volunteers, we do highly encourage them to be vaccinated.

***Refrain from assisting in school buildings or events for a 5-day window if:***

- You have been in close contact with someone who tested positive.
- Experiencing COVID-19 symptoms
- Tested positive.

Should you need to cancel an event due to illness or a close contact, please contact the school's main office as soon as possible to arrange alternative coverage.

All COVID-19 protocols are subject to change based on current trends and guidance.

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

Sincerely,

Lauren Wilcox  
Director of Human Resources  
East Windsor Public Schools  
Ph: 860-623-3346 ext. 7408  
Fax: 860-292-6817