

Any adult working with the children, whether it be on the playground doing yard duty, in the kitchen doing hot lunch or in the classroom assisting the teacher **MUST** have proof of following information in the school office:

- Certificate of completion for Shield the Vulnerable (see instructions on website)
- Current negative TB Test (**this must be renewed every 4 years**). You may get this test done at your Doctor's office or:

TB Clinic
3260 Kerner Blvd.
San Rafael, CA 94901
(415) 473-4400

TB Clinic Hours (*by appointment*):

Monday-Thursday 8:30am – 12:00 noon and 1:00 pm – 4:30 pm
Friday 9:00 am – 12:00 noon and 1:00 pm – 4:30 pm

- Proof of Livescan **Fingerprints must be on record in the school office**. This can be done by first, picking up the necessary form needed wherever you are having this done. After you have the form, there are 3 options for getting your Livescan Fingerprints done:

1. **SHERIFF DPARTMENT:**

Main Office – Civic Center
3501 Civic Center Dr. #145
San Rafael, CA 94903
(415) 499-7286
By appointments only

2. **AMERIPRINTS:**

5685 Redwood Drive #101
Rohnert Park, CA 94928
(707) 588-9866
M-F 9:00 am – 2:30pm & 4:00 pm – 6:00 pm
Sat 10:00 am – 3:00 pm
No appointment necessary

3. **UPS STORE**

936 – 7th Street Suite B
Novato, CA 94945
899-1686
M-F 8:00 am – 6:30 pm
Sat 8:30 am – 4:30 pm
No appointment necessary