

KidsLife/Youth

Requirements for Volunteer Service

➔ Background Clearances

The following clearances are required and must be obtained and on file in the church office prior to the start of service in KidsLife or Youth Ministries:

- **Pennsylvania State Police Criminal Record Check** – *will be obtained by New Life* using information provided on the attached KidsLife/Youth Ministry Application
- **Pennsylvania Child Abuse History Clearance** – *must be obtained by the volunteer*
Contact the New Life Church office at 215-576-0892 x10 or receptionist@newlifeglenside.com to obtain the pre-paid code needed to request this clearance online.
<https://www.compass.state.pa.us/cwis/public>
- **FBI Federal Criminal History** – *must be obtained by the volunteer*
Required for those who have not lived in Pennsylvania for the past 10 consecutive years.
<https://www.pa.cogentid.com/index.htm>

➔ Child Protection Training

The following training sessions are available for all KidsLife/Youth Ministry volunteers:

- **New Life's Child Abuse Prevention Seminar** – *required* for all volunteers
Offered twice per year.
- **Mandated Reporter Training** – *not required* according to Pennsylvania State Law
Available at <https://www.reportabusepa.pitt.edu>

New Life Presbyterian Church
Child Protection Background Clearances and Training

	PA State Police Criminal Record Check	PA Child Abuse History Clearance	FBI Federal Criminal History	Disclosure Statement	Mandated Reporters	Mandated Reporter Training	New Life Training
Employees	PA Law – Required	PA Law – Required	PA Law - Required for those in direct contact with children		Yes per PA Law	Not required by PA Law	
Volunteers	PA Law – Required	PA Law – Required	PA Law - Required for those who have not lived in PA for the past 10 consecutive years	PA Law - Required for those who have not lived in PA for the past 10 consecutive years New Life – Required for all	Yes per PA Law	Not required by PA Law	New Life - offers training 2 times /yr
Forms to be Completed	New Life Application	Done on line	Done on line	New Life - Disclosure Statement (Included with Application)			
Agency Account / Website	*See website below	**See website below	***See website below.				
Entering Information	1. Entered online by Receptionist	1. Church gives payment code to applicant 2. Applicant enters their information online; Applicant will have to set up an account and must have an email to enter online 3. Applicant pays with payment code	1. Entered online by applicant 2. Applicant prints out registration slip and goes to site for fingerprinting 3. Registration # good for 90 days				
Payment	Church credit card	Prepaid Payment codes – charged to church credit card Email Church Receptionist for code receptionist@newlifeglenside.com	Church invoiced by Cogent				
Report	1. Immediate access to results 2. Staff prints out certificate	1. Paper results will be mailed to applicant within 14 days of submission 2. Staff can also log on to see if clearance was done online 3. Church can log in to account and print out certificates	1. Paper results will be mailed to applicant 2. Church can't get results				

Applicant – Volunteer / Employee

*PA State Police Criminal Record Check website - <https://epatch.state.pa.us/Home.jsp> - No account ID or password

**PA Child Abuse History Clearance website - <https://www.compass.state.pa.us/cwis/public>

***FBI Federal Criminal History website - <https://www.pa.cogentid.com/index.htm> - Select "Department of Human Services," Select "Register Online;" Note – For drop-down "Reason fingerprinting" use Child Care employment per call to DHS

KidsLife/Youth

Appropriate Behavior Guidelines [Speech/Affection/Relational/Discipline]

➔ Speech

Be cautious in employing your voice. Tone really matters. Never resort to demeaning, sarcasm, or belittling a child. Yelling at a child is unacceptable. Do not threaten to physically or otherwise harm a child – even in jest. If misbehaving, call a child over to you in order to talk over the situation. Avoid ‘off-color’ jokes or suggestive statements.

➔ Affection

Respect a child’s refusal of affection, for example, when a preschooler doesn’t want to engage your attention and doesn’t want you to hug him.

Take care not to make a child or teen uncomfortable. A friendly pat on the bottom or a bear hug could easily be misinterpreted by an observer. A shoulder massage by a male volunteer on a female youth can be easily misinterpreted.

A light slap on the back or hug around the shoulders is appropriate.

A body-to-body embrace, slap on the bottom or affectionate kiss between volunteer and child or teen is not acceptable. For small children, brief hugs are acceptable.

➔ Relational

When taking a child to talk, be sure another adult can witness your discussion.

Do not spend too much time with one child individually. This can be misinterpreted – especially if it involves efforts to be alone with the child.

Do not invite an individual child to your home or to a private room. Do things in groups.

If finding it necessary to drive a child or teen, procure parent permission first. Never take a child in your car without parents knowing about it.

➔ Discipline

Never strike, hit, spank, forcibly hold, tickle excessively, push or yank the ear of a child.

Never resort to physical punishment for misbehavior such as running laps, doing sit-ups, or sitting outside the building without proper clothing.

Never isolate a child without proper adult supervision.

Stay calm and do not overreact to problems. Keep emotionally balanced. Seek help from other adults. Take a ‘time out’ if you’re beyond your limit of handling a problem.

Always get help from your supervisor.

KidsLife/Youth

Reporting Guidelines

As a KidsLife or Youth Ministry volunteer, you are considered a **mandated reporter** according to Pennsylvania State Law. This means that you are *required* to file a report with ChildLine if you have reasonable cause to suspect that a child is being abused.

All suspected abuse should be kept strictly confidential. If confidentiality has not been followed, then you or New Life Presbyterian Church could be subject to a lawsuit.

The following guidelines (adapted from keepkidssafe.pa.gov) are to be followed strictly, not simply because the law of Pennsylvania requires it, but also in the spirit of protecting children and any potential abuser from any further harm to themselves or potential victims.

➔ What a mandated reporter is required to do:

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- They are directly responsible for the care, supervision, guidance or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse.

If a mandated reporter has general concerns related to the safety of a child, but does not suspect abuse, such concerns can be referred to ChildLine or the county children and youth agency for assessment as general protective services cases. Such concerns include, but are not limited to inadequate housing, clothing and supervision.

➔ How do mandated reporters make a report of suspected child abuse?

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800- 932-0313.

➔ Definitions of Child Abuse

Child abuse, according to the Child Protective Services Law, means intentionally, knowingly or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act.
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
- Causing sexual abuse or exploitation of a child through any act or failure to act.
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.
- Causing the death of the child through any act or failure to act.

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These **recent** acts include any of the following:

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.

“Recent” is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit.

A perpetrator of child abuse can be a:

- child’s parent,
- spouse or former spouse of the parent,
- paramour or former paramour of the parent,
- person 14 years of age or older responsible for the welfare of a child such as a baby sitter or day care staff person,
- individual residing in the same home as the child who is at least 14 years of age, or
- relative who is 18 years of age or older who does not reside in the same home as the child, but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

A perpetrator of child abuse for failure to act can be a:

- child’s parent,
- spouse or former spouse of the parent,
- paramour or former paramour of the parent,
- person 18 years of age or older who is responsible for the child’s welfare or who resides in the same home as the child.

Mandated reporters **do not** have to determine whether or not the person meets the definition of perpetrator in order to make the report.

➔ Symptoms of Child Abuse

The following are symptoms only and are to be treated as such.

Symptom	Description
Physical Signs	<ul style="list-style-type: none"> • Lacerations, Bruises and Broken Bones • Burns or welts on skin • Irritation, pain or injury to genital area • Difficulty with urination, urinary infection • Venereal disease • Discomfort when sitting • Torn or bloody underclothing
Behavioral Signs	<ul style="list-style-type: none"> • Sudden changes in behavior • Unusually high anxiety when approaching church or nursery area (not only separation anxiety) • Unusual interest in and inappropriate knowledge of sexual matters—sexualized behavior • Inappropriate affection • Delinquent behavior • Withdrawal from usual activities • Regression to infantile behavior (bedwetting, thumb sucking, excessive crying) • Intense fear of dark areas
Emotional	<ul style="list-style-type: none"> • Increased anxiety • Feelings of shame and guilt • Depression • Sudden change in emotional stability • Nightmares • Fear of particular person
Verbal	<ul style="list-style-type: none"> • “I don’t like [a particular church worker].” • “He/she does things to me when we’re alone.” • “I don’t like to be alone with ____.” • “A [church worker] fooled around with me.” • Remarks about suicide

➔ Additional Reporting Information:

Does anyone within my institution need to be notified after a report is made?

- After making the report to ChildLine, mandated reporters are required to immediately thereafter notify the person in charge of the institution or the designated agent of the person in charge.

What else must be done after making a report to ChildLine?

- If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report. This form can be obtained at www.KeepKidsSafe.pa.gov or from the children and youth agency. If a report is made electronically, no CY-47 is required to be completed.

Does a mandated reporter have to know for sure that the child was abused?

- A mandated reporter is responsible to make the report when they *suspect* a child is a victim of abuse.

Are mandated reporters required to report when they learn of the abuse from someone other than the child who was allegedly abused?

- Nothing requires a child to come before the mandated reporter in order to make a report.

Must a mandated reporter give their name?

- The law requires that the mandated reporter identify themselves and where they can be reached. This information is helpful so that if clarification on the situation or additional information is needed, the children and youth caseworker can contact the mandated reporter.

Will the name of the mandated reporter be released?

- The identity of the person making the report is kept confidential with the exception of being released to law enforcement officials or the district attorney's office.

What if a mandated reporter fails to follow the law?

- The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of second degree to a felony of the second degree.

Will a mandated reporter have to testify in court?

- Mandated reporters may be required to testify in a civil or criminal court case, including a juvenile or criminal court proceeding.

What happens after a report is made?

- ChildLine forwards the report of suspected child abuse to the local county children and youth agency, which investigates the report to determine if the allegations can be substantiated as child abuse/neglect and also arranges for or provides the services that are needed to prevent the further maltreatment of the child and to preserve the family unit. The county children and youth agency must begin an investigation within 24 hours. A thorough inquiry is conducted to determine if the child was abused and what services are appropriate for the child and family. This must be completed within 30 days unless the agency provides justification as to why the investigation cannot be completed, including attempts being made to obtain medical records or interview subjects of the report. If the alleged perpetrator named in the report does not meet the definition of perpetrator under the CPSL, but does suggest the need for investigation, ChildLine will forward the information to the district attorney's office in the respective county.

How does a mandated reporter learn what happened on the report they made and what the agency is doing to protect the child from further abuse?

- Mandated reporters will receive information from the Department regarding the final status of the report, whether it was unfounded, indicated or founded, and the services planned or provided to protect the child.

What will be done for the child?

- It is the mission of the county children and youth agency to preserve the family whenever possible. Should the child be found to be in danger of continued harm, the child may be removed from the home. Through counseling, training and other support services, families learn to end the cycle of abuse and establish a parent/child relationship that will be free of physical and mental violence.

➔ What a KidsLife or Youth volunteer is required to avoid:

- Do not attempt to conduct an investigation of something questionable that you've seen or heard by yourself for any reason.
- Never dismiss verbal statements simply because they are made by a child.
- Never attempt to cover up an alleged or actual incident. Never tell a child *not to tell* his or her parents about the abusive or questionable incident(s). If other children are aware of what happened, do not advise them to refrain from telling their parents. Do not make promises about what may or may not happen to the person accused or to the child.
- Do not release a child to anyone (including a parent) if he or she appears to be unusually resistant or frightened. Go get help from your coordinator, supervisor, or an elder. Commence a brief meeting to inquire about the resistance being sure to take notes, and keep on file. Do not release a child to anyone not authorized by parents or guardian. Should such a situation arise, the volunteer is to contact parent or guardian for permission or retain provisional custody until authorized person can arrive.

➔ If you file a report with ChildLine

If you file a report with ChildLine, please inform the Director of KidsLife or a pastor, so that we can act responsibly on our part to insure every child's safety and appropriate pastoral follow-up.

KidsLife/Youth

Ministry Application

This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It provides helpful background information for the church, enables New Life to conduct a PA State Police Criminal Record Check, and is used to help the church provide a safe environment for children.

➔ * Information needed for background check (PLEASE PRINT NEATLY)

*Full Name and Address 	Date
Work Name/Address 	*Date of Birth
	Phone Numbers Home: Cell:
	Preferred E-mail Address
*Previous Names Used (FIRST, MIDDLE, LAST - include maiden name, nicknames, aliases, or changes of name) 1. 2. 3. 4.	

➔ Area(s) of service and ability to serve

Where would you like to serve? Please check below the post or posts that you would like to fill.

✓	Posts
<input type="checkbox"/>	Nursery Coordinator
<input type="checkbox"/>	Nursery Doorkeeper
<input type="checkbox"/>	Nursery Volunteer
<input type="checkbox"/>	Preschool Coordinator
<input type="checkbox"/>	Preschool Teacher
<input type="checkbox"/>	Preschool Helper
<input type="checkbox"/>	Elementary Coordinator
<input type="checkbox"/>	Elementary Teacher
<input type="checkbox"/>	Elementary Helper
<input type="checkbox"/>	KidsLifeClubs Coordinator
<input type="checkbox"/>	KidsLifeClubs Helper
<input type="checkbox"/>	KidsLife Intern
<input type="checkbox"/>	Youth: Jr High Worker
<input type="checkbox"/>	Youth: Sr HighWorker
<input type="checkbox"/>	Other

Do you have any limitations that may be a factor in your working with children or teens?

Yes No

If yes, please talk with Amy Lewis, Director of Children's Ministry.
 (alewis@newlifeglenside.com or 215-576-0892 x16)

➔ Church Activity and Prior Children's/Youth Work Record

How long have you been attending New Life Presbyterian Church? _____

Are you a communicant member of New Life Presbyterian Church? Yes No

(If no, please provide the name and address or web address of current church membership.)

List previous work with children or youth including name of organization, address, type of work, and dates.

Please list any gifts, callings, training, education or other factors that have prepared you for work in KidsLife or Youth Ministry.

➔ Personal References (other than relatives)

Name
Address
Phone
Email Address

Name
Address
Phone
Email Address

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work in the Children's and/or Youth Ministries at New Life Presbyterian Church. I hereby release all such references from any liability for furnishing such evaluations to you. I waive any right that I may have to inspect references provided on my behalf.

I further give my consent for New Life Church to obtain my PA State Police Criminal Record Check. I understand that it is my responsibility to obtain my PA Child Abuse History Clearance and, if applicable, my FBI Criminal History Clearance (required for those who have not lived in Pennsylvania for the past 10 consecutive years), and to give copies of these clearances to New Life prior to the start of my service in the Children's and/or Youth Ministries.

I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church. I have read the Appropriate Behavior Guidelines and Reporting Guidelines Papers and understand my responsibility in the classroom or events during my term of service at NLPC.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understood.

Applicant's Signature: _____ Date: _____

**Pennsylvania State Mandated
Affidavit of Volunteer for Programs Involving Children**

1. My full name and address are as follows:

Name: _____

Address: _____

2. I am an unpaid volunteer.

3. a. I have been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten (10) year period. _____ Yes _____ No

b. I have not been a resident of the Commonwealth of Pennsylvania during the entirety of the previous ten (10) year period, and I affirm that I will need to get the FBI clearance. _____
Yes

4. By signing below, I swear or affirm that I am neither a perpetrator of a founded report of child abuse nor named in any Registry as the perpetrator of a founded report of child abuse.

5. I further swear or affirm that I have never been convicted of or pled guilty to any of the following offenses: criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing the death of a child; endangering the welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual material and performances; corruption of minors; sexual abuse of children; or the attempt, solicitation or conspiracy to commit any of the aforementioned offenses.

6. I further attest and certify that I have not been convicted of an offense designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act.

7. I further attest and certify that I have not been convicted of an out-of-state or Federal offense similar in nature to the foregoing offenses listed in Paragraphs 5 and 6 above.

I hereby swear or affirm that the statements set forth above are true and correct.

Dated

Signature

Print Name

→ Pennsylvania Child Abuse Clearance Request Registration and Application Process

1. **Log on to** <https://www.compass.state.pa.us/cwis>
 - a. Select Create an Individual Account
 - b. Page pops up: Create Keystone ID: Profile Information
 - c. Choose an ID # and fill in the personal informational data (Make sure you keep a record of your User name and answers to Security Questions.
 - d. Choose 3 Security Questions and provide your answers
 - e. Then answer the easy question they list. (For Security purposes)
 - f. Select Finish.
 - g. Go to your email account. Immediately you will receive an email confirming your ID, and shortly thereafter an email giving you a temporary ID
2. **Next go to:** <https://www.compass.state.pa.us/cwis/Public/home>
Under Child Welfare Portal: Select Individual Login, then Access my Clearance – then continue
 - a. Enter your User Name and Temporary Password – then select Login
 - b. The Next screen requires you to set up a Permanent Password. (Specific criteria are noted.)
3. **After setting up the Permanent Password**
 - a. The next screen congratulates you for setting up a permanent password. Close the window the Keystone Key screen appears. Now, login with your ID and your personal password.
 - b. The Next Screen lists Terms and Conditions that you need to read and accept, by checking the box. Then select Continue.
 - c. The next Screen is entitled, Getting Started, select next and ht next screen in the Application purpose Screen.
 - d. On the next Screen select Create Clearance Application
4. **Information You Will Need**
Before you start, you should have the following information readily available to help you complete your application:
 - Addresses where you have previously lived since 1975
 - Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
 - Any previous names you have used or have been known by
 - A Fee-Waived code from the organization (New Life Church) that is asking you to obtain a Pennsylvania Child Abuse History Clearance. Email Jan Timlin at receptionist@newlifeglenside.com and she will issue you a Fee-Waived code, that you will use on the Applicant Payment page.
5. **Application**
 - a. **Application Purpose** – Select Volunteer
Volunteer Category – Other
Agency Name – New Life Presbyterian Church of Glenside – Select Next
 - b. **Applicant Information** – Please fill in your personal data (Current Address, Previous Address, Household Members etc.) – Select Next
 - c. **Application Summary page** pops up – make any needed edits – Select Next
 - d. **E Signature Page - Check the box that certifies** that what you have said is accurate, and then enter your first and last name as an e signature.
 - e. **Certificate Delivery Method**
 - Your clearance certificate will be available through your Child Abuse History Clearance Account once your application has been processed. Additionally, you can choose to have it sent to your home.
 - When you answer the question would you also like to have a paper version of the certificate sent to your home or mailing address select **YES. When you receive the certificate, please turn it in to Jan Timlin. You will also receive your application online.**
 - f. **Applicant Payment**
You will be asked if an organization provided a code for your application. **Select Yes. Copy the code from the email Jan sent you and paste it into the code box.**
 - g. **Submit application and logout.**

➔ FBI Criminal Background Checks Registration Process and Fingerprinting Sites

1. Start the registration online at www.pa.cogentid.com.
2. Select the Pennsylvania Department of Human Services Icon. Then under Registration information select Register Online.
3. On the next page entitled Applicant Registration for Department of Human Services fill in all of the boxes in yellow.
4. Under **Payment type select Agency**. Enter the **Agency ID PADW65487** and that will populate the Agency (New Life Church), Name and Address. The **Billing Password is or153A44829**. In the Reason for Fingerprints, select "Employment with a significant likelihood of regular contact with children." Fill in your personal information. Then select Next.
5. The next page requires you to verify the accuracy of your information. If corrections needed select Go Back, otherwise select Next.
6. The next page is a receipt that you will need to print out 2 copies (one to take with you for fingerprinting and one to keep on file), as you will need this to have your fingerprints taken. The registration ID is the critical piece of information in the registration. This is how the fingerprint site will pull down your registration and start the fingerprinting process. Keep track of this number after registration.
7. Registrations are valid for **90 days**. After that one would have to re-register and another \$27.50 would need to be paid by the volunteer.
8. On the other side of this page is a listing of places you can go to have fingerprinting done. It is free.
9. A response from the background check will return within 10 days.
A rejection for poor quality prints will qualify you for a second free fingerprinting.
10. The FBI Clearance will be mailed to your home. Please turn it in to Jan Timlin as soon as you receive it. She will keep the original and give you a copy.

➔ Local FBI Fingerprinting Sites

1. You must register (directions on other side of this page) **BEFORE** your arrange for fingerprinting at www.pa.cogentid.com.
2. Bring your registration confirmation with you when you go to get fingerprints.
3. Bring a picture ID – License, Passport etc.
4. There is no cost for fingerprinting at any of these locations, it is rolled into the \$27.50 charged to the church account at registration.

Name	Phone #	Address	Making appointments or Walk ins
First Contact HR	267-419-1390 x201	535 W. Pennsylvania AVE Suite 101 Ft. Washington, PA 19034 (Across from Lukoil gas station)	Appointments are preferred – can call or make appt. on line at: http://firstcontacthr.com/index.php/contact-us/book - Client Code is: PADW65487
FMA Professional Resources	215-706-2130	1916 Old York RD Abington, PA 19001 (opposite side of the road is the Closet Exchange)	Must call to make an appointment Small parking Lot Receptionist does the fingerprinting Only Certain days for appointments
Goin' Postal		2058 County Line Road Huntingdon Valley, PA 19006 Plaza name: Market Place at Huntingdon Valley Major land marks: LA Fitness, Path Mark Food Market, Starbucks, Rite Aid Pharmacy, etc.	No appointments, walk in only Monday through Friday - 10:00am – 6:00pm Saturday - 10:00am – 3:00pm
The UPS Store #4908	215-355-6603	352 2nd Street Pike Southampton, PA 18966 In the Shopping Center with the Giant Food Store	Walk ins welcome. No appointment necessary Monday through Friday - 9:00am to 6:30pm Saturday - 10:00am to 2:30pm
The UPS Store #5145		2417 Welsh Rd Philadelphia, PA 19114 1 block east of Roosevelt Blvd. at Blue Grass Rd. Blue Grass Shopping Center behind PNC Bank and Bank of America	Walk ins welcome. No appointment necessary Monday through Friday - 10:00am to 4:30pm Saturday - 10:00am to 1:30pm Sunday Closed