

# Westboro Village Cooperative Preschool

## Registration Package for September 2014

Thank you for your interest in Westboro Village Cooperative Preschool.  
We look forward to having you and your family join us!

### Important Dates:

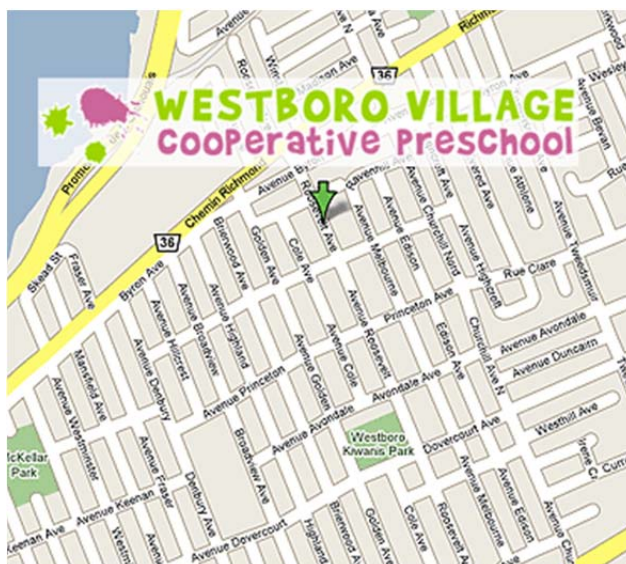
- Wed Jan 29<sup>th</sup>, 2014 – early registration for returning students and alumni siblings
- Wed Feb 5<sup>th</sup>, 2014 – registration open for new enrollments
- Wed Feb 5<sup>th</sup>, 2014 – Open House at the preschool, 470 Roosevelt Avenue, 6:30-8:30pm

### Registration:

Completed registration packages can be dropped off to the WVCP Registrar at:

- “Registrar’s” mailbox at the preschool
- Registrar’s home mailbox: Lyndsey Johnson, 75 Pigeon Terrace, Ottawa, K1V 9H6

**\*Registration is on a first come, first served basis. A spot is not reserved until a complete registration package is received by the Registrar.**



470 Roosevelt Avenue Ottawa, Ontario, K2A 1Z6

Phone: 613-728-9473

[www.wvcp.ca](http://www.wvcp.ca) / [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com)

### Registration Checklist:

- ☐ Registration Form (1 page)
- ☐ Sign-offs on Coop Agreements and Policies (6 signatures)
- ☐ Ottawa Public Health Immunization Information (TWO copies required)
- ☐ Copy of Immunizations (TWO copies required)
- ☐ Registration cheque (\$50 payable once per child)
- ☐ Tuition cheques (9 postdated monthly cheques OR 2 postdated semi-annual cheques AND non-refundable deposit cheque dated June 2014 covering final month's tuition)

### Additional Requirements:

- ☐ Completed Police Records Check for all adults who participate in duty days at the preschool (must be received by the Registrar by June 19 2014). The Police check is not required as part of the Registration package.

## **Why Join WVCP?**

- All our programs are diaper friendly (including cloth diapers!)
- Toilet training friendly
- Small class sizes
- Integrated music program for all students by a preschool certified music specialist
- Extended programming hours
- Lunch and Learn Program
- Early Drop-Off Program

## **WVCP mission and philosophy**

The Westboro Village Cooperative Preschool was founded, more than 30 years ago, on the dual principal that children learn through play and that parental involvement is key to any child's educational success. Our program provides social, musical, physical, & linguistic play experience for each child's individual developmental needs.

As a cooperative, our preschool provides parents an atmosphere where they can work and learn in a partnership for the benefit of their children. We employ professional teachers with ECE qualifications, but, at the Westboro Village Cooperative Preschool, parents are an integral part of daily education, as well as the annual renewal of programs and facilities.

The Westboro Village Cooperative Preschool is a licensed non-profit for children 2-4 years old. It operates on a non-profit basis and is administered by its parent members in a cooperative format.

## **How We Cooperate**

At the Westboro Village Cooperative Preschool, parent contribution is key to the school's success. Our warm and caring educational environment, as well as our reasonable tuition rates, are maintained by the support of our members.

Member parents can expect:

- to be on duty at least once a month
- to provide your child's whole class a healthy snack every two months (see WVCP Parent Handbook for info about our allergy policy)
- to participate in fundraising
- to do an occasional (usually once per year) load of laundry
- to participate by voting on amendment changes of the coop bylaws
- to attend the general meetings and toy washes (three times yearly)
- to participate on the Board of Directors and/or one of several committees devoted to fundraising, publicity, maintenance of the school, and organizing social events

In addition:

As a cooperative, our preschool welcomes the varied talents, skills, knowledge and experience of all members into our program. If you have a talent or resource that would be a benefit in the classroom, we encourage such contributions.

## **Programs, Schedules and Tuition**

The Westboro Village Cooperative Preschool strives to balance the consistency that your children's education requires with the flexibility needed by busy parents. Our preschool offers age-specific programs for your two, three, and/or four year-olds. In addition, Early Drop Off and Lunch and Learn Programs are available as optional extensions to our core programs.

Programs run from September to mid-June. The preschool will be closed on the same holiday schedule as the Ottawa-Carleton District School Board, excluding PD days, when the preschool will remain open.

Children will start in small groups in September so that they can become comfortable with the preschool and the teachers and so that the teachers can spend extra time getting to know your child. A schedule of staggered start dates will be emailed to each family at the end of August.

The Director will also have an Orientation meeting in September to go over what to expect for your duty days at the preschool. It is very important that the person(s) who will be at the duty days attend this meeting. Notice of date for the orientation meeting will also be sent at the end of August.

### **Programs and Schedules:**

- **'Twos' Program: For 2/3 Year-olds**

Tuesdays & Thursdays, 9:15am – 11:30am

Children who are two years old on September 1st 2014 are eligible for the 'Twos' program. Two spaces are available each year for children who will be two by December 31st 2014.

Maximum class size is 15 children.

- **'Threes' Morning Program: For 3/4 Year-olds**

Monday, Wednesday & Friday, 9:15am – 11:30am

Children who will be three by December 31st 2014 are eligible for the 'Threes' morning program.

Maximum class size is 20 children.

- **Afternoon Program: For 2-4 Year-olds**

Monday, Wednesday & Friday, 12:30 pm - 3:30 pm

Children who are 31 months and older on September 1st 2014 are eligible for the 'Threes' afternoon program. Smaller class size (usually no more than 12 children)

### **Extension Programs:**

- **Lunch & Learn**

Monday to Friday, 11:30 am - 12:30 pm.

Lunch & Learn is available to all students either following, or prior to, their respective school days. The program includes a supervised, sit-down lunch, followed by story-time, and/or play. Duty parents are not required.

A nut-free lunch is to be provided by parents. For further information please see the WVCP Allergy Policy included in the WVCP Parent Handbook, Appendix B.

Students in the "Twos" program may register for the L&L program on Tuesdays and/or Thursday. Students in the "Threes morning" or "Afternoon" programs may register for the L&L program on Mondays and/or Wednesdays and/or Fridays.

- **Early Drop-Off Program**

Open drop-off between 8:15 and 9:15 am Monday, Wednesday & Friday.

Available as an optional extension to the 'Threes' Morning program.

Children will be supervised for an hour of play, songs and games. The Director or teaching assistant will be present for the duration of the program. Duty parents are not required.

## Tuition

Program	Monthly Fee
2's Program	\$165 / month
3's Morning Program	\$210 / month
Afternoon Program	\$225 / month
Lunch & Learn	\$35 / month for 1 L&L / week \$65 / month for 2 L&L / week \$90 / month for 3 L&L / week
Early Drop Off Program (available to 3's am only)	\$80 / month for 3 mornings / week

### Registration Fee:

A non-refundable registration fee of \$50 is payable once per child. This fee does not apply to returning students.

### Non-refundable Deposit:

A non-refundable deposit equivalent to one month's tuition is payable prior to the start of each school year (or at the time of registration if starting after September).

The deposit cheque should be dated June 1<sup>st</sup>, 2014. This cheque will be deposited prior to the school year starting. If your child starts after September the deposit cheque should be dated the 1<sup>st</sup> day of the month in which your child starts at the school (e.g. November 1<sup>st</sup>, 2014).

If a parent decides to permanently withdraw his/her child from the preschool and providing one month's written notice is given, this amount will be applied toward the final month's tuition.

### Cheques:

In order to be admitted to the preschool a completed registration package must be received, including all cheques covering payment for the full school year. No cheques are deposited until a place in the program is offered and accepted. Cheques should be made out to "Westboro Village Cooperative Preschool" and should include the name of your child on each cheque.

There are two payment options:

- 9 monthly postdated cheques (i.e. Sept 1 2014, Oct 1 2014.....May 1 2015), OR
- 2 semi-annual postdated cheques (i.e. Sept 1 2014 (for Sept-Dec) and Jan 1 2015 (for Jan-May))

In addition, both payment options require:

- 1 non-refundable cheque dated June 1, 2014 (deposit covering your final month's tuition)
- 1 non-refundable registration fee of \$50 (if applicable).

Tuition cheques should include fees for core programming as well as any extension programs. Children attending the preschool are automatically registered for the full year.

Parents are responsible for all bank charges due to NSF and in addition will be charged a \$20.00 administrative fee for each NSF cheque. There are no refunds for temporary absences.

## **Withdrawal Policy:**

If a parent decides to permanently withdraw his/her child from the preschool, thirty (30) days written notice must be given to the Registrar. Provided thirty days notice is given, the non-refundable June deposit will be applied toward the final month's tuition. Cheques for the preschool are cashed on a monthly basis. If participation in a program is terminated mid-month, the balance of that month's fees will also be forfeited. No refunds will be given where written notice is received on or after the third Friday in February, due to the difficulty of filling vacancies at that time of year.

Students may withdraw from extension programs with notice to the Registrar. While it is not possible to provide refunds for the remainder of the month when a student is withdrawn mid-month, post-dated cheques for subsequent months will be returned (e.g. if you withdraw from the L&L program mid-Jan, post-dated cheques for Feb-June will be returned to you.)

WVCP reserves the right to terminate services if policies are not followed or fees are not paid.

## **Cooperative Responsibilities**

As a cooperative preschool, active parental involvement is essential to its successful operation. All families are expected to participate in the operation of the school through duty days and participation either on the Board of Directors or on one of the parent committees. You can find specific information about positions on the Board and each committee in the WVCP Parent Handbook, section 11.

## **Supervisory Duties:**

At full enrolment, parents/caregivers should expect to be on duty assisting the teachers in the classroom approximately once a month with snack responsibilities every other duty day. At the September orientation meeting of parents, the Director will give instructions on what the expectations are for duty days.

If you are unable to attend your duty day, it is your responsibility to find a substitute parent or caregiver. In most cases, parents are able to swap duty days with another parent if they are not able to attend. In the rare event that you or your substitute fail to arrive for duty you will be charged a penalty of \$50.

Note: Cooperative participation may be performed by a parent, family member or caregiver. Duty days can only be performed by an adult for whom a police check has been completed and submitted to WVCP Registrar.

## **Laundry:**

Families will be assigned a week's worth of laundry (towels, rags, smocks, etc.) approximately once during the school year.

## **Toy Washes and General Meetings:**

Attendance of one family member is mandatory at each of the three Toy Wash/General Meetings held during each school year. Families who fail to attend a Toy Wash/General Meeting will incur a \$30 penalty.

## **Fundraising**

Fundraising helps to keep tuition rates as low as possible and is part of our core operational funding.

All families are required to contribute \$400 through participation in fundraising events and programs organized by the fundraising committee (including purchasing coffee, frozen berries, books, etc). Items can either be purchased or sold to family, friends or colleagues (see Parent Handbook, section 5.6).

WVCP families are, however, given the opportunity to opt out of fundraising by submitting a cheque for \$165 at the beginning of the school year. Families are still welcome and encouraged to contribute to fundraising events, but after submitting the opt-out cheque, are not obliged to further contribute financially.

Families who elect to opt out of fundraising are still required to participate in all other cooperative responsibilities.

## REGISTRATION FORM 2014-2015

Westboro Village Cooperative Preschool  
470 Roosevelt Avenue, Ottawa, ON, K2A 1Z6, 613-728-9473

### CHILD'S INFORMATION

Child's Full Name:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Preferred Name:	Date of Birth (dd/mm/yyyy):	
Home Phone:	Emergency Parent Cell Phone:	
Contact Email(s) (to be used for all preschool correspondence):		
Mother's Name:	Occupation:	Work Phone:
Father's Name:	Occupation:	Work Phone:
Home Address:	City:	Province: Postcode:
Programs:	2's (Tues/Thu) <input type="checkbox"/> 3's Morning (Mon/Wed/Fri) <input type="checkbox"/> Afternoon (Mon/Wed/Fri) <input type="checkbox"/>	
Early Drop Off (3's only) (Mon/Wed/Fri) <input type="checkbox"/>	Lunch & Learn: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>	

### EMERGENCY INFORMATION (other than parent). At least one emergency contact should be in Ottawa

Name:	Name:
Address:	Address:
Daytime Phone:	Daytime Phone:
Relationship:	Relationship:

### MEDICAL INFORMATION:

Child's Health Card Number & Version Code:	Exp Date (dd/mm/yyyy):
Child's Doctor:	Doctor's Phone:
Doctor's Address:	
Medical Conditions/Medications/Allergies:	Please let the Registrar know if your child has special needs. The Director will be happy to meet with you to discuss your child's requirements and the suitability of our programs.
Other information or concerns that may help the teachers (use back if needed):	
Languages Spoken:	Special Holidays:
Name(s) & Ages of Siblings:	
Siblings who have attended WVCP (include years):	
Caregiver's Name (if applicable):	Caregiver's Cell Phone:
How did you hear about WVCP?	Would you like to be included on future alumni listings? Y / N

### USE OF PHOTOS:

Occasionally the preschool would like to post pictures of the preschool on social media to market the school and its programs (i.e. the WVCP website or the preschool's Facebook). At no time will any child be identified by name.

☐ I do not consent to the use of my child's picture for these purposes

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## WVCP COOPERATIVE RESPONSIBILITIES

As a cooperative preschool, active parental involvement is essential to the successful operation of the school. Please **select three** of the following Board of Director (BoD) positions or committees on which you would be willing to serve. **Rank them from #1 to #3** with #1 being the most desirable. Every effort will be made to give parents their top choices, but this may not always be possible. Priority will be given to returning families and the earliest registrants. The BoD is elected at the May AGM. A BoD selection committee seeks to ensure a full roster of candidates with a good blend of skills and interest.

Child's Name: \_\_\_\_\_ 2's ☐ 3's am ☐ Afternoon ☐

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Would you be willing to chair a committee? ☐ Yes ☐ No

Board of Director Positions	Rank	Committees	Rank
Co-President (2 positions) • Chair Board, liaise with Church, teacher/program evaluation, handbook		Special Events (3 positions) • Plan, set up, take down, arrange food	
Co-Treasurer (2 positions) • Payroll, deposits, budget, tax returns, receipts		Publicity/Public Relations (3-4 positions) • Develop advertising and publicity documents, updates website	
Registrar • Maintains registration database, wait/contact/emergency lists, responds to public inquiry, files police checks, immunization records		Fundraising (5 positions) (please circle your preference) • Scholastics (2) (Term 1, Term 2) • Berry Sales (2) • Coffee Sales (1)	
2's Coordinator • Develops duty/snack/laundry rosters, gives tours to interested families		Administrative (5 positions) • Support the BoD in completing admin. functions (Asst. Registrar, updating handbooks, insurance)	
3's Coordinator (3's morning & 3's afternoon) • As noted in 2's Coordinator above		Social Committee (5 positions) • Organize two social events during the year	
Secretary • Minutes, action items, correspondence, copying, distributing, newsletter			
		Inventory (3 positions) • Keep school's books, toys & equipment organized and recording new acquisitions	
		Purchasing and Repairs (2 positions) • Source new items and repair existing	

Occasionally, WVCP will have parents join the class to share a special activity for "parent talent days". If you have an interesting occupation, special talent or hobby that you would be willing to share with your child's class, please let us know. (i.e. musical instrument, singing, art, dancing, yoga, scrapbooking, magic or something from your job such as a doctor bringing in his/her stethoscope, etc).

☐ Yes \_\_\_\_\_



## **SIGN-OFFS ON COOP AGREEMENTS AND POLICIES**

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**

#### **Emergency Medical Authorization**

Upon admission of my child(ren) \_\_\_\_\_ to the WVCP  
I agree that, in the event of an emergency when I cannot be reached, I authorize the administration of any medical procedures deemed necessary by my doctor or, if unavailable, by another other physician or hospital selected by the WVCP.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**

#### **Allergy Policy Acknowledgement**

I have read and will abide by the WVCP Allergy Policy (Appendix B of the WVCP Parent Handbook) and understand and agree with the policy.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**

#### **Membership Agreement**

I/we agree to participate in monthly duty days, attend an Orientation Session at the beginning of the year, three Toy Washes/General Meetings during the year, participate on one Committee or on the Board of Directors and participate in fundraising initiatives to support the school. I have fully read and understand the WVCP Parent Handbook (current version 2013-2014). My signature below indicates my commitment to the duties and expectations of a WVCP Parent Member.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**

#### **Payment of Fees Agreement**

I/we are aware that the registration fee and one month's tuition payable before the school year begins are non-refundable in the event that I/we must withdraw my/our child(ren) from WVCP. Written notice of withdrawal must be received 30 days before the withdrawal takes effect. If 30 days written notice is given, the non-refundable deposit will be applied toward the final month's tuition. I/we understand and agree with the above terms and conditions.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# SIGN-OFFS ON COOP AGREEMENTS AND POLICIES

## WESTBORO VILLAGE COOPERATIVE PRESCHOOL

### Behaviour Management Sign-off

The following is an excerpt from the Parent Handbook, 5.4 Behaviour Management.

#### 5.4 Behaviour Management

As part of registration, each family signs off on the following Behaviour Management Policy, which includes requirements from the Ministry of Community and Social Services under the Day Nurseries Act as well policies and procedures developed by WVCP.

##### 5.4.1 Behaviour Management Policy

5.4.1.1 *Ministry of Community and Social Services (Day Nurseries Act)*  
Policies & Procedures:

1. There shall be no corporal punishment of a child by an employee of the operator or by another child or group of children.
2. There shall be no deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect.
3. There shall be no deprivation of a child of basic needs including food, shelter, clothing or bedding.
4. No one shall lock or permit to be locked for the purpose of confining a child, the exits of a day nursery, or use a locked or lockable room or structure to confine a child who has been withdrawn from other children.
5. Should any child's behavior cause serious problems and disruption within the classroom, that child's teacher will withdraw the child from the class to talk to that child and explain that her behavior is inappropriate. The child must understand that she is causing disruption, and once the teacher is satisfied that the child understands this, she will be taken back into the classroom. It is important that staff talk to misbehaving children in a kind and patient manner.

##### Contravention of Behavior Management Policies:

Any staff member who is seen to break any of the above rules will receive a verbal warning from a Board Director. If that staff member breaks any rule again, she will receive a written warning, which both she and the Director will sign. A third infraction of the above rules will mean dismissal of that staff member, effective two weeks after the date of the notice of dismissal.

Volunteer parents who break any of the above rules must be dealt with in a different manner. A special Board Meeting will be held, where a staff member and the parent will also attend, and action to be taken will be decided at that time. Parents are also privy to two warnings, the first verbal and the second written, before this step is necessary.

##### 5.4.1.2 *Westboro Village Co-operative Preschool Policy on Guiding Children:*

The philosophy of behavior management in the nursery school is to guide the children in a positive non-threatening way.

- Each child is to play and interact in a socially acceptable manner.
- Expectations for classroom behavior are clearly stated and gently reinforced.
- When the child's safety or that of another is threatened the situation is discussed and proper conduct stated.

## SIGN-OFFS ON COOP AGREEMENTS AND POLICIES

- If the situation occurs again, a “sitting out” time is required.

### Discipline:

- When a situation requires a “sitting out” time, the teacher will interact with the child.
- The teacher will seek all information surrounding the incident.
- The teacher will explain to the child the reason for interaction.
- The teacher will have the child sit out of the group activity but close enough for observation.
- The child will be encouraged to rejoin the activity when appropriate behavior is possible.
- Parents will be advised when a problem arises.
- Solutions will be sought through parent and teacher cooperation.

### Monitoring Behavior Management:

- There are daily observations by supervisor, teacher and parents.
- Teachers hold daily informal discussions about various aspects of the day. During this time we discuss any intervention that was taken by a staff or parent and its outcome.
- The Director will bring issues relating to behaviour management to the monthly meetings of the Board of Directors. The Board and the Director will discuss what, if any, further steps need be taken.
- We have written staff and program evaluations completed by the parents in which behaviour management and observed behaviour management practices implemented by the staff are discussed. We have four meetings per year and a portion of each meeting is used to discuss ways in which a behaviour management policy is working or any changes which should perhaps be implemented.

### 5.4.2 Additional Behavioural Management Guidelines

It is important that all teachers and duty parents be consistent in handling behavior in the preschool. Certain behaviors may not respond to the above steps and may prove a problem to some children in the preschool or the group as a whole. All avenues should be explored (i.e. attempts to remedy behavioral problems as outlined above, discussions with and assistance from the parents of the child in question) but if problems continue the following steps may be required:

- The parent may be asked to accompany the child each day of preschool until a positive behavior change is noticed.
- The child may be asked to leave the preschool for a short time or as a last resort, be asked to leave permanently.

This behaviour management policy must be reviewed and signed by all employees, parent volunteers and student teachers before they start working in the classroom, and at least annually after that.

## WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)

### Behaviour Management Code

I have read the above Behaviour Management Code and agree with the procedure:

Signature of parent/guardians:

Date:

\_\_\_\_\_

## **SIGN-OFFS ON COOP AGREEMENTS AND POLICIES**

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL**

#### **Supervision of Volunteers and Student Teachers Sign-Off**

The following is an excerpt from the Parent's Handbook, section 5.5.

##### **5.5 Supervision of Volunteers and Student Teachers**

Because WVCP is a cooperative nursery school, the Ministry of Children and Youth Services permits WVCP to use parent volunteers in place of additional staff. In addition, from time to time, WVCP may have student teachers conducting placements as part of their training in the classroom.

This policy on supervision of volunteers and student teachers must be reviewed and signed by all volunteers and students each year before they can assist in the classroom. This supervision policy must also be reviewed with employees before they start work and least annually afterwards.

##### **5.5.1 Policy on Supervision of Volunteers and Student Teachers**

No child may be supervised by a person under 18 years of age. Only employees and volunteers who are members of this cooperative preschool will have direct, unsupervised access to children. Parent volunteers and student teachers are not counted in the staffing ratios of the school.

WVCP provides all volunteers, student teachers and staff with a comprehensive Parent Handbook, which sets out the policies and procedures of the school. This Handbook is reviewed and updated at least yearly. WVCP also provides an orientation to all parents at the beginning of the school year.

The staff, led by the Director, are responsible for the day-to-day operations of the school, including monitoring volunteers and students. The Director leads the orientation session at the beginning of the year, participates in revising the Parent Handbook and provides ongoing guidance to all staff, volunteers and students.

Parent volunteers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, parent volunteers should speak to a staff member. Experienced parent volunteers may also provide assistance to new members of the co-operative.

Student teachers report directly to the Director. Student teachers are expected to familiarize themselves with the policies and procedures in the Parent Handbook and follow direction from staff. If they have any questions or concerns, student teachers should speak to the Director.

### **WESTBORO VILLAGE COOPERATIVE PRESCHOOL (WVCP)**

#### **Policy on Supervision of Volunteers and Student Teachers**

I have read the above Policy on Supervision of Volunteers and Student Teachers and agree with the procedure:

Signature of parent/guardians:

Date:

\_\_\_\_\_

## Police Checks

Police checks are required for all staff and volunteers that work at the Westboro Village Cooperative Preschool. This requirement is mandated by the Ministry of Community and Social Services and was introduced to help protect children and other individuals in vulnerable situations from potential abuse.

All parents/family/caregivers who will do duty parent responsibilities at the preschool require a police check. If possible an alternate adult who can perform duty should be identified and a police record check submitted in case the primary duty parent is unable to perform duty. A new record check is required for all adults performing duty each year. Even if you are alumni family, you must re-submit police checks on an annual basis.

To obtain a police check you must present yourself to the police station with a (1) a cover letter from WVCP (print off letter included as part of registration package and fill in name(s)), (2) completed "Police Records Check For Service" application form (separate attachment on WVCP website) and (3) your appropriate ID (note: ID requirements are VERY specific. Please see [www.ottawapolice.ca](http://www.ottawapolice.ca) for details).

There are no fees for getting a Police Records check done, providing you bring a copy of the cover letter from WVCP. The timeline for processing and returning a police check to you is approximately 3-4 weeks, but can take up to ten weeks. There is also an expedited same-day service offered at the main police station on Elgin Street for a fee of \$37 (payable by you).

The following police stations provide police checks:

- 474 Elgin Street (downtown Ottawa)
- 245 Greenbank Road (Nepean)
- 4561 Bank Street (Gloucester)
- 95 Abbeyhill Drive (Kanata)
- 3343 St-Joseph Boulevard (Orleans)

**Please return your completed police checks to the Registrar no later than June 19<sup>th</sup>, 2014. Please note that your child is not able to start school without a completed police record check for one adult.**



**WESTBORO VILLAGE**  
**Cooperative Preschool**

learning through play...for over 30 years

Ottawa Police Service  
P.O. Box 9634, Station T  
Ottawa, ON, K1G 6H5

Date: January 16<sup>th</sup>, 2014

Dear Sir/Madam,

RE: Police Records Check for Volunteer Service with Vulnerable Sector -  
Waiver of Processing Fee

This letter is to confirm that the individual(s) listed below is/are seeking to provide volunteer services to the vulnerable sector and thus require a police record check. They are to be supervising children aged two to four at our cooperative preschool, Westboro Village Cooperative Preschool, Ottawa, Ontario (Corporation # 522454). This is a non-profit organization.

The volunteer(s) name(s) is/are as follows:

- 
- 

Should you have any questions please contact me by phone at 613-680-4514 or by email [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com)

Sincerely,

Lyndsey Johnson  
WVCP Registrar 2013-14