Ottawa Police Service

P.O. Box 9634, Station T

Ottawa, ON, K1G 6H5

February 1, 2018

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 therefore require a police record check. The individual(s) listed below will be supervising children aged two to four years of age at our cooperative preschool, Westboro Village Cooperative Preschool, Ottawa, Ontario (Corporation # 522454). WVCP is a not-for-profit organization.

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

Should you have any questions please contact me by phone at 613-728-9473 or by email [wvcp.registrar@gmail.com](mailto:wvcp.registrar@gmail.com).

Sincerely,

Valerie Dawson

WVCP Registrar 2017-2018