



Pied Piper

Co-operative Preschool

DUTY DAY REQUIREMENTS

CRIMINAL REFERENCE CHECK

As of March 1, 1995, all agencies providing direct service to children that are licensed or funded by the Ministry of Community and Social Services are required to complete a Criminal Reference Check (Police Record) for all new volunteers and employees as part of their screening process. Parents/Caregivers in our school that do duty days are considered to be volunteers and therefore **MUST** have a Criminal Reference Check done. There is a \$15.00 charge to have a Criminal Reference Check completed.

In compliance with this directive, it is the policy of our school to obtain current Criminal Reference Checks, completed not more than 90 days prior to the first duty day, from all new employees, duty parents or their designates and students working on placement with the school.

To begin the process of a Criminal Reference Check, you must present yourself to the Central Records Department at the Hamilton-Wentworth Police Station located at 55 King William Street. Central Records are usually open weekdays until 6pm and on Saturday mornings. Any two of the following pieces of I.D. are required:

- | | | |
|--------------------------------------|-----------------------|---------------------------|
| Valid driver's license with photo | Birth Certificate | Canadian Passport |
| Firearms Acquisition Cert with photo | Native Status Card | Citizenship Documentation |
| Employment ID with photo | Immigration Documents | Ontario Age of Majority |
| Current Student ID card | | |

The results of the Criminal Reference Check must be shared voluntarily with a signing authority at our school in order to receive a Record of Clearance. You must have a Record of Clearance prior to starting school in September if you have registered by June 15, or within 45 days of applying for membership at Pied Piper. If you choose not to share your Police Record Check, another adult must be designated for your family who completes a Criminal Reference Check in order to fulfill your duty day requirements. All information shared with the signing authority is kept in the STRICTEST confidence.

Once you have shared your Criminal Reference Check, our signing authority will complete a Pied Piper form stating that we have seen and approved your Criminal Reference Check for clearance to do duty days. You will receive your form that the police gave you for your own files and the Record of Clearance will be kept in a locked file at Pied Piper for 7 years after you leave the school, as required by law.

MEDICAL

Date of last booster (tetanus and diphtheria shot) _____

If it is more than 10 years, you must arrange to have this done prior to start of school

Date of T.B. Test _____ Results of T.B. Test: Negative Positive

Please bring the results of the T.B. test on a prescription pad of paper with your doctors or nurses signature

Signature of Parent

Date

Child's Name

Child's Class

Office Use Only: **Date of Criminal Reference Check Rec'd:** _____ **By:** _____