

SILVER SPRINGS PRESCHOOL POLICY FOR POLICE SECURITY CLEARANCES

The Silver Springs Community Association is committed to the provision of sound, safe and healthy programs in our community. In order to maintain the highest standards of safety, all regular visitors and volunteers in the Silver Springs Preschool will be required to undergo a Police Security Clearance Check. This is a mandatory process for all parents and caregivers who wish to volunteer in the preschool classroom. In order to make this process as efficient and convenient as possible, we will be administering these police checks through the Silver Springs main office.

Procedure:

- Complete both sides of the “Consent to Search and Disclosure of Personal Information” form in blue ink. One applicant signature is required on the Information side, three signatures are required on the Consent side. This form will be given to you at the Community Association’s office when you are ready to apply for the clearance (i.e., it cannot be picked up earlier).
- Two pieces of identification will be photocopied and attached. Valid ID is: **1 piece of photo ID** (*driver’s license, passport, citizenship card, photo ID from a registry office*), and **1 other government issued ID** (*birth certificate, provincial health care card, social insurance card*)
- There is no fee for this form to be submitted on your behalf.

Security clearances can be completed Mondays, Tuesdays, or Wednesdays anytime between 9:00am and 4:00 pm during the school year

Please note:

- These security clearances are not transferable between organizations. We are not permitted to photocopy or distribute the police clearances, nor can we accept volunteer clearances performed by other organizations. A copy of our Volunteer Security Clearance Policy is available in the office.
- Security Clearances are valid for two consecutive school years. If you have a child returning to the preschool, or a sibling who has attended in the past year, and you have already completed a Security Clearance for the 2010/2011 school year you are not required to complete another form.

However, if a year has lapsed between one child, and the upcoming 2011/2012 year, you will be required to submit for clearance again.