WILLOWDALE CHRISTIAN SCHOOL
60 Hilda Avenue, Toronto, Ontario M2M 1V5
Phone: 416-222-1711 Fax: 416-222-1939
Email: office@willowdalechristianschool.org
Website: www.willowdalechristianschool.org

To All Parents/Volunteers:

Re: Vulnerable Sector Check (VSC)

Willowdale Christian School's insurance policy requires VSS/VSC checks for all people who will be "working with a person who, because of his or her age, disability or other circumstances, whether temporary or permanent is:

1. in a position of dependency on others, or
2. otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them."

When looking at the specifics of our school, a VSS check **IS required** for any volunteer that:

1. works in a classroom with one or more student,
2. accompanies a class on a field trip, or
3. accompanies a class on an overnight trip.

A VSS check **IS NOT required** if you will only be volunteering in the following situations:

1. helping on the day of the Annual Christmas Bazaar,
2. helping organize and prepare for the Fundraising Dinner,
3. helping on the day of our Fun Fair in June.

These events are all open to the public or done 'behind the scenes' and do not involve private one-on-one time with our students.

VSS checks are good for 3 years from date of issue.

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A VSS check is obtained differently, depending on where you live. The following information is for those living in **TORONTO** (postal code starts with an 'M') or **YORK REGION** (postal code starts with an 'L').

For the residence who live in **TORONTO**:

The portal for online registration is: **www.tps.to/police-checks**

1. A Vulnerable Sector Check is required. Not a Criminal Record Check.
2. The AGENCY CODE is: **202309TPSON05664**
3. The Fee for Volunteers is $26.72
4. Once received, forward the email along with the password to the office: office@willowdalechristianschool.org or bring the original copy of the VSS into the office directly.

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For **YORK REGION**:

Website: https://event.yrp.ca/OnlineClearance/Default.aspx

1. A Vulnerable Sector Check is required. Not a Criminal Record Check.
2. Complete the Form as indicated online AS A VOLUNTEER.
3. Be prepared to pay $34 for the VSC to be completed.
4. A letter from the school may be requested. Please email the office to request the letter.
5. The results are often provided within minutes but may be mailed to you later.
6. Forward the email to the office: office@willowdalechistianschool.org or bring the original copy of the VSC into the school office.
7. VSS checks are good for 3 years. The school will email you 6 months prior to the expiry date.