



WESTBORO VILLAGE Cooperative Preschool

learning through play...for over 30 years

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:

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Should you have any questions please contact me by phone at 613-728-9473 or by email wvcp.registrar@gmail.com.

Sincerely,

for Valerie Dawson
WVCP Registrar 2017-2018

470 Roosevelt Avenue
Ottawa, ON
(613) 728-9473
www.wvcp.ca
info@wvcp.ca