



# Mother Teresa School

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## Re: Administrative Procedure 490 – Volunteers

We recognize and value the role that parents and grandparents play at Mother Teresa School as volunteers and supervisors during the school year. That said, since Sept. 2015, the Administrative Procedure 490 regarding “volunteering” changed. All volunteers are required to get a Police Information Check Certificate AND a Child Services Intervention Record Check. These documents **MUST** be submitted to the front office.

As has been the case during the past 3 years, interested parents/grandparents must comply with this request in order to participate as a volunteer and/or supervisor during the school year. So if you plan to assist with hot lunch, help supervise with any field trips, or are just going to read or work with students in the classroom, etc., you need to submit these documents in advance. Failure to do so means that you are not eligible to assist or participate as a volunteer with your child’s classroom or accompany the teacher on field trips – unfortunately, there are no exceptions.

The good news is, once you’ve completed this process, your clearance is good for 3 years. To that end, please see the attached document for details on how and where to obtain the two different checks.

We are counting on parents/grandparents to willingly comply with Administrative Procedure 490. It is our hope that you won’t see this process as too onerous. Thank you very much to those parents who have already completed this process (in the past, or recently) and have already handed in their documents. We really appreciate your cooperation and understanding in this matter.

Regards,

Aura Street  
Principal