



February 8, 2010

Dear Volunteer and Duty Adults

Criminal Record Checks are now required for those working with children. These are available at your local RCMP office and are free of charge and are valid for **6 months**.

PLEASE NOTE: These Criminal Record Checks are required ONLY for parents that will be assisting the instructor with children OTHER than their own. (i.e.: On field trips each parent assists their own child and one is not needed).

- Processed in the jurisdiction of residence only
- Bring 2 pieces of ID, one with a photo
- No cost to volunteers
- Must have the volunteer letter from Juan de Fuca with them

LOCATION	ADDRESS	PHONE	HOURS
West Shore RCMP	698 Atkins	474-2264	Mon-Fri 8:30-4:30
Esquimalt/Victoria	850 Caledonia St	995-7654	Mon-Fri 9:00-5:00
Sooke	2076 Church	642-5241	Drop by Wed/Pick up Thurs
Saanich	1903 Mt Newton X	652-4441	Open 24 hrs

If you are looking for more information or the complete list of phone numbers you can look in the first page of the phone book and call the Non Emergency phone number.

Completed forms need to be handed in either directly to Alex Palmason, Community Recreation Coordinator if the program takes place at Juan de Fuca Recreation Centre or Ashley Kelbough, Community Development Programmer if the program takes place at Centennial Centre or put in a sealed envelope with either Alex Palmason (if program at Jdf) or Ashley Kelbough's (if program is at Centennial Centre) name on it and left at reception for pickup. These are confidential forms and once reviewed by either Alex or Ashley will be handed into our Human Resources Department.

Sincerely,

Ashley Kelbough

*Community Development Programmer
West Shore Parks & Recreation
Centennial Centre
474-5826*

Alex Palmason

*Community Recreation Coordinator
West Shore Parks & Recreation
Juan de Fuca Recreation Centre
474-8619*