



# SACRED HEART SCHOOL

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September 12, 2016

## **Richmond Police Department**

4371 Moncton St, Richmond,  
BC V7E 3A8

Dear Sir/Madam

Sacred Heart School is an Independent Catholic School and operates under the provisions of the Ministry of Education and Archdiocese of Vancouver. Parent volunteers are an integral part of the operation of our school and are a vital link in supporting the educational program of the school. The primary responsibility of parent volunteers is to support the supervision of students, whether at lunch break (12:00 – 12:30), in the library, in the classroom on field trips or in extracurricular sports. All parent volunteers who are involved with or responsible for children directly, without teacher supervision, agree to have suitable background checks conducted by the Delta Police Department. These volunteers include drivers and parent volunteers for certain programs such as Mini Hoopers Basketball, and library or classroom helpers.

Having completed *Consent for Disclosure of Criminal Record Information* and *Consent for a Criminal Record Check for a Sexual Offence for which a Pardon has been Granted or Issued*, the adult volunteer applicant who has attended your detachment with this letter with suitable identification in hand, agrees to all required background checks being conducted.

As these background checks are required for a volunteer position within the school, Sacred Heart School understands that processing or administrative fees normally associated with this service are waived by your Detachment.

All information received as a result of the foregoing will be treated confidentially by Sacred Heart School. If you require further clarification, please contact the Principal, Kelly Kozack at 604-946-2611.

Thank you for your attention to this matter.

Sincerely,

Mr. Kelly Kozack  
Principal