



**Devonshire School Age Program  
of Ottawa-Carleton  
100 Breezehill Avenue-North  
Ottawa, Ontario  
K1Y 2H5**

Date: \_\_\_\_\_

To Whom It May Concern,

Child Care and Early Years Act :

Every Volunteer of a child care centre shall obtain a vulnerable sector check, before the person begins interacting with children at the child care centre.

\*\*\*\*Volunteers – Any individual who is engaged in the child care program and interacts with children in care, but is not paid by the licensee, is considered a volunteer.

The following are examples of volunteers who require a vulnerable sector check:

- Parents assisting on an occasional or recurring basis with child care programming, such as excursions, field trips, etc.

This letter is to state that \_\_\_\_\_ (name) would like to volunteer their time with Devonshire Child Care Centre, and requires a Police Reference Check for the Vulnerable Sector to meet our mandated policies and procedures. We are a non-profit childcare centre, licensed by the Ministry of Education

If any further information is required, please do not hesitate to contact Orllie Gogolin at Devonshire Child Care Centre.

Sincerely,

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Orllie Gogolin, RECE  
Acting Co-Executive Director  
613-722-6969