

# Westbrook School



Principal: Christine Parker

Assistant Principal: Hana Hooper

RR#1, Cochrane, Alberta T4C 1A1

Telephone: 403.932.5443 Fax: 403.932.5443

Email: [westbrook@rockyview.ab.ca](mailto:westbrook@rockyview.ab.ca)

Web Site: <http://westbrook.rockyview.ab.ca>

---

June 2019

Dear Volunteer,

I would like to thank all volunteers and let them know how much Westbrook staff and students value the time you spend at the school and on field trips. We also appreciate the time you spend working on learning activities and instructional materials at home for teachers. Your time and your proficiency enhance our student learning and give support to our teachers.

This letter serves to introduce you to the request that Westbrook School will be requiring that all volunteers, associating with Westbrook School students, undergo a Police Information check as well as a Vulnerable Sector check performed by an agency.

In order to show due diligence in this regard, we ask our volunteers to call the nearest detachment of your jurisdiction before arriving, as each jurisdiction has its own protocol to follow. Please complete the reverse side of this letter and take it with you to your local detachment. Upon completion of the checks we ask you to bring the Police Information and Vulnerable Sector checks to the school.

We request and encourage you to obtain these record checks as soon as possible, given that this check can take up to three weeks to complete. Volunteering will no longer be permissible for the 2019 - 2020 school year without a successful report.

Please call the school if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Christine Parker".

Christine Parker



**Criminal Record/Vulnerable Sector Check Application**  
For Volunteers of Rocky View Schools

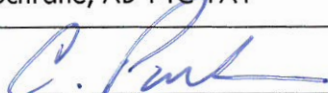
AF490-A  
07/2017

**RCMP Personnel:**

*This individual wishes to volunteer with Rocky View Schools:*

Volunteer's Name (please print):	Date:
Address:	
<p><i>The Freedom of Information and Protection of Privacy Act (FOIP), Chapter F-25, charges Rocky View Schools with protecting the privacy of individuals, most who are under the age of majority. In order to show due diligence in this regard, please conduct a <b>Criminal Record Check</b> and <b>Vulnerable Sector Check</b> on person named above.</i></p>	

**Request Authorized by School Administration**

Name (please print): Christine Parker	Position: Principal
School Name: Westbrook School	
School Address: 280265 HWY 22 Cochrane, AB T4C 1A1	
Signature of School Administrator: 	

\*\*\*\*\*

**Volunteer Information:**

Please take this form to your local police agency. The following list includes some of the locations in our jurisdiction. Office hours vary by community, so call ahead for more information.

Airdrie RCMP Detachment	2 Highland Park Way NE	403.945.7200
Beiseker RCMP Detachment	75 North Road	403.947.3420
Chestermere RCMP Detachment	156 East Chestermere Drive	403.204.8777
Cochrane RCMP Detachment	359 - 1 Street E.	403.851.8000
Strathmore RCMP Detachment	500 Westlake Road	403.934.3968

- You will be required to produce a valid Driver's license or a Passport with photo I.D. and another piece of government-issued I.D. such as Alberta Health Care card or birth certificate.
- State that this is a Volunteer Position. Please note some detachments may charge an administration fee for the request.
- Ensure both Criminal Record and Vulnerable Sector Checks are completed.
- The results of the Criminal Record and Vulnerable Sector Checks may take approximately four weeks to be processed by the police agency.
- Return the results of the Criminal Record and Vulnerable Sectors Checks to the school office.
- Rocky View Schools must be notified immediately, if the status of your Criminal Record and Vulnerable Sector Checks change at any time.

**Reference:**

- AP490 Volunteers, Visitors and Presenters Mandatory Record Checks