

REFENS

Background Check Package

The following originals must be submitted to the Co-Chair for approval prior to being able to volunteer in the classroom.

- Criminal Record Background Check Including Vulnerable Sector Search

- Child Abuse Registry Self Check

- Licensee Background Verification Declaration
(Pages 4 & 5 please print double sided where possible)

- Criminal History Disclosure Statement
(Pages 6 & 7 please print double sided where possible)

CRIMINAL RECORD BACKGROUND CHECK INCLUDING VULNERABLE SECTOR SEARCH

To perform your CRBC-VS online;

1. Go to <https://policeinformationcheck.winnipeg.ca/>.
2. If you have completed a background check online in the recent past, you may scroll to the bottom and select **Login With existing Account**. If not, skip to step 3.
3. Scroll to the bottom of the page and select **Perform Personal Police Information Check** - to create a personal account and to submit an application.
4. A Checklist will then appear. Please review this Checklist to ensure you have everything required **BEFORE** proceeding with your Online Application

THERE ARE NO REFUNDS. PLEASE ENSURE YOU PROVIDE THE PROPER IDENTIFICATION. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION CAREFULLY AND ACCURATELY. IF YOUR APPLICATION IS REJECTED, YOUR MONEY WILL **NOT** BE REFUNDED. TO APPLY ONLINE ONCE MORE, YOU WILL HAVE TO PAY AGAIN.

5. Click **CONTINUE**
6. You are applying for **VOLUNTEER**
7. You are applying for the agency **River East French Exposure Nursery School**
8. Select **New Application**, then click **CONTINUE**
9. You must agree to all of the terms then click **CONTINUE**
10. If you have previously completed a background check through the website, you may **already have an existing applicant account**. If not, select the blue **"I do not have an existing applicant account and would like to create one."**
 - a. If creating a new account, it could take several minutes to receive confirmation of your account. You will not be able to proceed until your email confirmation has been received. The email will contain a link that will bring you back to where you left off should you choose to step away from your computer.
11. You must choose two pieces of ID from the list to upload.
12. Fill in the information and select **Continue with Equifax** to avoid having to attend the station to confirm your identity.
13. Input all personal information requested including any previous addresses in the last 5 years.
14. Please use the following to describe the volunteer position: Parent helper in nursery school class
15. Be sure to check the "Children / Youth" box, **YOU REQUIRE A VULNERABLE SECTOR SEARCH**
16. You will be directed to a summary page indicating the cost of the Criminal Record Background Check is \$49.00. Click **CONTINUE**
17. You will be required to pay by credit card.

The Winnipeg Police Service can only complete Vulnerable Sector Searches for residents of Winnipeg. If you reside outside Winnipeg, you must attend your local police agency to have the search completed.

Child Abuse Registry Self Check

Application Instructions

To submit a self-check application you can appear in person at 1st floor -777 Portage Avenue Winnipeg, MB, between 8:30 and 4:30, Monday to Friday. You must present TWO (2) pieces of valid, government-issued identification, and there is a \$15 fee for processing the application. Results will be mailed to you.

If you choose not to appear in person, you may submit an application by mail. You can download the application form to send in by mail or fax to the address below.

Child Abuse Registry Unit

777 Portage Avenue
Winnipeg, MB R3G 0N3

Phone: (204) 945-6967

Fax: (204) 948-2222

Email: car@gov.mb.ca

Downloadable form including instruction can be found at:

http://www.gov.mb.ca/fs/childfam/pubs/child_abuse_registry_application_form.pdf

Or head to http://www.gov.mb.ca/fs/childfam/child_abuse_registry_form.html and click n the link.

Licensee Background Check Verification Declaration Child Care Centres and Nursery Schools

In accordance with section 7 (12.2) and 20(2.1) Child Care Regulation 62/86 made under The Community Child Care Standards Act, the Director of Child Care Services and Manitoba Early Learning and Child Care requires the Licensee to verify that all background checks and required documents obtained for a new employee or nursery school parent volunteer in ratio, as per regulation 7 (12) or 20(2) have been **examined** by the licensee and **do not contain notice of a criminal conviction, charge, pardon, record suspension, registration on the Child Abuse Registry and there has been no disclosure made of any outstanding charge or criminal conviction.**

Employee/Volunteer's Information:**Employee/Volunteer's Full and Complete Legal Name:**

_____ (Last name) _____ (First name) _____ (Middle name)

Any Previous Legal Names Used by the Employee/Volunteer (for example, name at birth):

_____ (Last name) _____ (First name) _____ (Middle name)

_____ (Last name) _____ (First name) _____ (Middle name)

Employee/Volunteer's
Date of Birth:

_____ Year / Month / Day

Gender:

 Female MaleEmployee/Volunteer's Current Address (include city/town and postal code):
_____Employee/Volunteer's Previous Address (if current address is less than two years):
_____**Facility Information**Facility Name: River East French Exposure Nursery School Facility Number: 2157Facility Address: 131 Sanford Fleming Rd. Winnipeg, MB R2C 5B8

Name of Licensee or Licensee's Designate: _____

Freedom of Information and Protection of Privacy Act (FIPPA)

The personal information identified in this form is collected by the child care facility, the Director of Child Care Services (or designate) and/or Manitoba Early Learning and Child Care (MELCC) under the authority of The Community Child Care Standards Act. This information is protected under FIPPA and the personal information being collected, used and disclosed is the minimum amount of information necessary to fulfil the legislative requirements imposed on child care facilities and the Director of Child Care Services / MELCC. If you have any questions about the collection, use or disclosure of this information, please contact MELCC as noted above.

Declaration

I, _____, am the licensee of the above-noted facility or its designate and do hereby verify and confirm that, in accordance with section 7 or 20 of the Child Care Regulation 62/86 made under The Community Child Care Standards Act, the licensee has collected and examined for the employee/volunteer identified above the following documents:

- a) a criminal record check that includes a vulnerable sector search check dated within three month before the date
 - (i) of the person’s application for employment, or
 - (ii) the person becomes, or is approved by the licensee to be a nursery school volunteer;
- b) a child abuse registry check dated within three month before the date
 - (iii) of the person’s application for employment, or
 - (iv) the person becomes, or is approved by the licensee to be a nursery school volunteer; and
- c) a criminal history disclosure statement.

I further confirm that I have examined each of these documents and do declare and verify that:

- no criminal conviction, charge, pardon or record suspension is identified in the documents;
- no registration on the child abuse registry is indicated in the documents; and
- this employee/volunteer has indicated in the Criminal History Disclosure Statement that there has been no conviction of a criminal offence within the last six (6) months and that there are no outstanding criminal charges against the employee/volunteer.

I understand that the licensee must keep the documents on the person’s personnel record for as long as the person works or volunteers at the child care centre and must be able to produce these documents at any time for review by the child care co-ordinator or MELCC designate.

By signing below, I declare that the information provided in this form and any attachments is a true and complete. I understand that if I have made a false statement in this Declaration it could result in further licensing action by Manitoba Early Learning and Child Care.

_____ Licensee or Designate’s Signature	_____ Date
_____ Witness	_____ Date

FOR MELCC USE ONLY:
Facility Name: _____
Facility Number: _____

Criminal History Disclosure Statement and Information Release Consent

Family and Group Child Care Homes

In accordance with sections 22, 22.0.1, 22.1 and 35 of the Child Care Regulation 62/86 made under *The Community Child Care Standards Act*, the Director of Child Care Services and Manitoba Early Learning and Child Care (MELCC) requires completion of this form to assess whether you may pose a risk to the health, safety or well-being of children or be unable to discharge your responsibilities as licensee (or overnight staff of a group child care home only).

Personal Information:

Disclaimer: Please be aware that any changes/additions to your personal information made on this application will be used to update any and all other files in your name at Manitoba Early Learning and Child Care (qualifications, subsidy, licensing etc).

Full and Complete Legal Name:_____
(Last name)_____
(First name)_____
(Middle name)**Any Previous Legal Names (for example, name at birth):**_____
(Last name)_____
(First name)_____
(Middle name)_____
(Last name)_____
(First name)_____
(Middle name)

Date of Birth:

Year / Month / Day

Gender:

 Female MaleCurrent Address (include city/town and postal code):
_____Previous Address (if current address is less than two years):
_____Facility Name: River East French Exposure Nursery SchoolFacility Number: 2157Facility Address: 131 Sanford Fleming Rd. Winnipeg,MB R2C 5B8**Criminal History:**

1. Within the last six (6) months, have you been convicted of a criminal offence? Yes _____ No _____
If yes, please provide details of the conviction(s), including date, offence and penalty.

2. Are there currently any outstanding criminal charges against you? Yes _____ No _____
If yes, please provide details of the charge(s), including the date of the charge and offence.

Information Release Consent

Freedom of Information and Protection of Privacy Act (FIPPA)

Your personal information is collected by the child care facility, the Director of Child Care Services (or designate) and/or Manitoba Early Learning and Child Care (MELCC) under the authority of *The Community Child Care Standards Act*. This information is protected under FIPPA and the personal information being collected, used and disclosed is the minimum amount of information necessary to fulfil the legislative requirements imposed on child care facilities and the Director of Child Care Services / MELCC. If you have any questions about the collection, use or disclosure of this information, please contact MELCC as noted above.

Information Release Consent

I hereby consent to the release of information collected by the child care facility identified above in accordance with *The Community Child Care Standards Act* and the Child Care Regulation 62/86 made under that Act, to the Director of Child Care Services (or the Director's designate) and/or Manitoba Early Learning and Child Care (MELCC), including:

- (a) my child abuse registry check;
- (b) my criminal record check;
- (c) this Criminal History Disclosure Statement and Information Release Consent; and
- (d) any other information or records in the possession or control of the child care facility relevant to my suitability for operating a licensed child care home or my presence in it.

I hereby authorize the Director of Child Care Services (or designate) and MELCC, to conduct such investigations as they deem necessary to assess risk to the health, safety and well-being of children and verify that the information I have provided in this declaration is true and complete.

I understand that such investigation will include inquiries with law enforcement and/or governmental agencies or authorities to confirm the details of any criminal convictions or outstanding charges against me, and I hereby consent to such investigation.

I further authorize and consent to the release of details about such convictions and outstanding charges by any law enforcement or governmental agency or authority to the Director of Child Care Services (or designate) and/or MELCC.

I further authorize and consent to the release of the findings of any investigations conducted by the Director of Child Care Services or MELCC to the child care facility identified above. Any such disclosure will include the minimum amount of information necessary for the licensed child care home to assess my continued involvement with the licensed child care home.

I hereby release and forever discharge Her Majesty the Queen in Right of Canada, the Government of Manitoba, the Director of Child Care Services, their members, employees, agents and assigns from any and all actions, causes of actions, claims and demands for damages, loss or injury, which may hereinafter be sustained by myself, however arising out of the above consents and authorizations to disclosure of information and waive all rights thereto.

I understand that the presence of a criminal record and/or outstanding criminal charges may not necessarily prevent me from holding a licence for a child care home or being present during its operation.

I understand that my certification as a child care worker may be cancelled or suspended if I have made a false statement on this disclosure form or if I fail to disclose future charges or convictions.

By signing below, I declare that the information provided in this form and any attachments is a true and complete answer to the questions posed about my criminal conviction(s) and outstanding charges.

_____ Signature	_____ Date
_____ Witness	_____ Date