



Distillery Historic District
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**Procedures for Police Clearance to Enter Schools
Vulnerable Sector Checks (VSS)
Toronto Police Services (TPS)**

Once accepted as a roster or guest artist or volunteer with Inner City Angels please follow these steps to secure your vulnerable sector check from the Toronto Police Services and subsequent registration with the Toronto District School Board.

1. Print the latest TPS VSS form on legal size paper, complete it and send it to ICA directly. The blank form is available from Inner City Angels.
2. Include a cheque payable to ICA for \$65 for regular processing and \$100 for fast track.
3. When you receive your cleared VSC from the police make two copies on legal size paper.
4. Send or hand-deliver the original plus one copy to ICA. Include a self-addressed envelope in the package plus a letter to the TDSB police reference check office at 17 Fairmeadow Ave Room 107 M2P 1W6 asking them to return your original to you in the enveloped you have provided.
5. Keep the 2nd copy safe.
6. You will then receive your original back from the TDSB once they have seen it and entered it into the ICA database. This will take less than a week.
7. Carry your cleared original with you when entering schools.
8. Do not go into schools in the meantime or else you could be denied entry.
9. Keep your original in a safe place. You may be asked for it several times. It's like a passport.
10. Note the TDSB will only accept a cleared VSC that is less than a year old. So don't delay.
11. Each June ICA will ask you to sign an annual offense declaration (AOD) stating that you haven't committed a crime in the past year.
12. Questions? Call Jane Howard Baker at 416 598 0242 or email innercityangels@mac.com.