

SILVER SPRINGS PRESCHOOL POLICY FOR ELECTRONIC POLICE INFORMATION CHECK (E-PIC)

The Silver Springs Community Association is committed to the provision of sound, safe and healthy programs in our community. In order to maintain the highest standards of safety, all regular visitors and volunteers in the Silver Springs Preschool will be required to undergo an Electronic Police Background Information Check (e-PIC). This is a mandatory process for all parents and caregivers who wish to volunteer in the preschool classroom. In order to make this process as efficient and convenient as possible, the Calgary Police Service (CPS) has an online procedure for obtaining electronic police information checks. A completed e-PIC is valid for two (2) years

- **The Alberta government has granted the Silver Springs Preschool a total of 50 free e-PICs for Preschool Fieldtrip Volunteers. Once the 50 e-PIC have been processed, there will be a cost of \$15 payable by you during the on-line e-PIC process.**
- **Please note that it could take up to 8 weeks to receive your clearance; therefore, please allow enough time to have the e-PIC completed before the start of the school year.**
- **The Silver Springs Preschool will accept valid e-PICs obtained through other organized programs that have also required an e-PIC security clearance.**

When completing the online e-PIC application you will be asked to upload copies of two pieces of government issued identification. Permitted forms of identification include the following (at least one must be photoID):

- Driver's License
- Citizenship Card
- Firearms Card
- Military Identification
- Native Status Card
- Passport
- Provincial Photo Identification
- Permanent Residency Card
- Birth Certificate
- Health Care Card
- Immigration Document
- Marriage Certificate
- Social Insurance Card

Only the above identification is acceptable; there are no exceptions (no college identification, no credit cards, no hospital cards, no police identification, etc.).

Scan, photocopy or photograph each piece of ID separately and save in a format that can be uploaded using an internet connection. As each piece of ID is uploaded separately, each file should contain only one of the above noted acceptable identification documents. In addition, you will need to know your Social Insurance Number. Please refer to the website below for instructions on completing an e-PIC application and to ensure that you have received the most up-to-date information regarding the e-PIC process.

What to do next?

1. **Request a volunteer letter from SSCA ssca2@shaw.ca. If you do not have a letter from SSCA stating that you are volunteering, you will be unable to submit an e-PIC application. Your volunteer letter must be attached to your on-line e-PIC application.**
2. **Once you have the volunteer letter, go to policeinformationcheck.calgarypolice.ca and click on "Perform Police Information Check" (note that the application process could take up to 30 minutes to complete).**
3. **The Agency you will be applying under is "Silver Springs Community Association". When you begin typing "Silver Springs" the correct agency name will pop up.**
4. **Once you have received notification from the Calgary Police Service (CPS) that your application has been processed and cleared, YOU MUST SHARE this information with SSCA through the e-PIC online system. SSCA will not receive this information from the CPS unless you complete this step.**

For more information, please visit

<https://policeinformationcheck.calgarypolice.ca/>. This link will provide step-by-step instructions on how to complete the e-PIC application through Calgary Police Services.

Please visit www.silverspringspreschool.com for the COMPLETE Silver Springs Preschool Policy