



Police Check Procedure for the Guelph Youth Music Centre

Thank you for being part of the Guelph Youth Music Centre's volunteer team. To work with children at the GYMC, a police check is required.

- Who:** Employees, instructors and volunteers of the Guelph Youth Music Centre
- What:** A criminal record check for anyone working with children
- Where:** Guelph Police Station, 15 Wyndham Street South, Guelph
- When:** Wednesdays: 10AM to 6PM
Thursdays: 9AM to 1PM
Fridays: 9AM to 5PM
- Why:** A policy of the Guelph Youth Music Centre for the protection of children who come to the Centre for programs
- How:** Applicants must reside within the City of Guelph. Please bring one piece of photo identification (i.e. driver's license), or two pieces of ID, with name a date of birth. Cost: \$30 for employment purposes, FREE for volunteers.

It takes 3-5 weeks to process a record check. You will be notified when the police check is ready for pick-up.

We appreciate your commitment to the mandate of the Centre, and are grateful to you for taking the time to address this necessary policy procedure.