

June 2022

MANDATORY PROGRAM PAPERWORK

Dear Community Studies Student:

A. **Police Clearances**

Employers who provide our field placement settings require a **CLEAR POLICE RECORD CHECK** for criminal offences with **vulnerable sector screening** before accepting a student into the field placement setting. The police record check **MUST** be obtained by the student at the student's expense. All students must obtain a police clearance before going out on placement. Students will not be scheduled for field placement without one and must reschedule field placement with the coordinator of your program.

If the student is a resident of the following areas:

- **Windsor:** **No letter is required for Windsor Police Services.** Please note that the type of clearance required is a vulnerable sector check. [Record Checks :: Windsor Police Service :: Consumer :: Home \(policesolutions.ca\)](#)
- **Lakeshore, Leamington, Essex, Kingsville, Tecumseh, Harrow:** Students must download the OPP letter [KM 454e-20210609125644 \(stclaircollege.ca\)](#) and complete the form below as instructed. Police stations no longer accept walk-ins to offices with the OPP for record checks. Students will need to access their website at [Ontario Provincial Police - Criminal Record Checks and Police Checks \(opp.ca\)](#) (NB. If the student is uncertain as to which OPP station to attend, it will be the *same* jurisdiction as to where their home residence pays property taxes.)
- **Amherstburg:** **No letter is required for Windsor Police Services – Amherstburg Detachment.** <http://www.policesolutions.ca/checks/services/windsor/index.php>
- **LaSalle:** If you require a letter please download Local Police Clearance Letter [KM 454e-20210609125651 \(stclaircollege.ca\)](#) Please download and complete the following form and to take to the police station <http://www.policesolutions.ca/checks/services/lasalle/index.php>
- **Outside of Essex County:** Students must download the letter from the college to obtain a clearance [KM 454e-20210609125651 \(stclaircollege.ca\)](#). Please go to the local police department to have the police clearance completed.

It is the student's responsibility to ensure that they have obtained their police clearance before their first day of field placement. **Please scan a copy of the sealed envelope to the student's Program Coordinator. Site(s) will be asking to see the student's clearance when they attend the first day.**

ATTENTION **CYC and CICE STUDENTS: A date will be given for police clearances. This will be according to placement agency protocol. Please DO NOT apply for a police clearance until advised by the Program Coordinator.**

- **B.** Please see attached **Acknowledgement of Responsibility Agreement**; this agreement must be completed, signed, and emailed back to the Program Coordinator, no later than the second week of classes.

C. **MEDICAL REQUIREMENT FORMS**

Ontario regulations require health screening programs for all persons entering certain clinical/field placements. Therefore, the acceptance into the students' program of choice is conditional upon the completion of: the **Pre-Entrance Health Examination** form and the **Immunization/Communicable Disease Record** form. These forms can also be downloaded from the St. Clair College website: <https://www.stclaircollege.ca/sites/default/files/inline-files/Medical-Requirements-Form.pdf>

The chart below indicates what is required for each program.

<u>Program</u>	<u>Full Medical</u>	<u>TB – 1 step (only)</u>	<u>CPR/First Aid (WSIB recognized)</u>
B101 – ECE Year 1	✓		✓ (Level C**)
B101 – ECE Year 2		✓	✓ (Level C**)
B820 – ECE Accelerated*			✓ (Level C**)
B846 – ECE Concurrent	✓		✓ (Level C**)
B992 – CYC Year 1	✓		✓ (Level C**)
B992 – CYC Year 2		✓	
B992 – CYC Year 3		✓	recertification
B935 – Autism and Behav. Science	✓		✓
B895 – SSW-Gerontology Year 2	✓		
C365 – CICE Year 1	✓		
C365 – CICE Year 2		✓	

*If a student is coming from another institution, the student will require a full medical clearance. If they're coming from another program at St. Clair College and if there is a record of a previous negative TB skin test in the past 12 months, only one more TB skin test is required if documentation is provided with the student's previous passport to health.

TB skin testing is NOT required for students who have a documented BCG vaccine or previously positive TB skin test.

**Please note: students enrolled in B101, B820, B846, B935 and B992 must have their First Aid/CPR (Level C) Certificate prior to field placement and it is their responsibility to maintain certification.

Please be prepared to email copies of their First Aid/CPR C certification within the first week of classes. The certification must be a recognized by current WSIB Agencies.

<https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>.

Students will need to upload their medical requirement forms to SIS (Student Information System).

Please click on the YouTube link below on how to upload your medical documents:

<https://youtu.be/8l-RXDRoUr8>. Written instructions can be found here: [PowerPoint Presentation \(stclaircollege.ca\)](#)

The Campus Health Centre will be available during the summer if students require any assistance regarding medicals. They can be reached at (519)972-2727 ext. 4484.

Students will receive their Passport to Health electronically once they are cleared by the Health Office and then students will forward their document to their Coordinator.

IF THESE REQUIREMENTS ARE NOT MET, THE STUDENT WILL NOT BE PERMITTED TO TAKE THE LAB/CLINICAL/FIELD PLACEMENT COMPONENT OF YOUR PROGRAM.