

ONTARIO WORKS INFORMAL CHILD CARE TIME SHEET

NAME OF PARTICIPANT (Parent): _____

ADDRESS: _____
Street & Apartment Telephone Number

NAME OF CHILD (1 Sheet Per Child): _____ **AGE:** _____

Month _____, **20** _____

Care Provided on	# of Hours Child is in Care	Hourly Cost	Office Use Only
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
13 th			
14 th			
15 th			
16 th			

Care Provided on	# of Hours Child is in Care	Hourly Cost	Office Use Only
17 th			
18 th			
19 th			
20 th			
21 st			
22 nd			
23 rd			
24 th			
25 th			
26 th			
27 th			
28 th			
29 th			
30 th			
31 st			

submit by the 19th of the month for processing the next business day

submit by the 3rd of the month for processing the next business day

Upto \$600.00 per month /per child

Any expenses incurred over and above \$600 a month per child, will not be covered by Children's Service

I declare the information given here to be accurate and complete. Receipts for child care are to be attached. Child Care costs to be claimed for approved activity only. I understand that it may take up to five business days for payment to be received by the parent.

Informal child care providers must be 18 years of age at minimum. The Child Care Provider releases, saves harmless and agrees to indemnify The City of Peterborough from any and all claims, losses, damages and/or demands arising from, or related to, providing informal child care.

Signature of Parent: _____

Child Care Provider Name: _____

Child Care Provider Signature: _____ Date: _____

1. Payments will be made semi-monthly: 1st – 16th of each month must be submitted by the 19th; 17th-31st of each month must be submitted by the 3rd of the following month.
2. Child care expenses will be processed on the first working day following the 3rd or 19th of each month. Payment may not be in your bank account/mail until 5 working days from the processing date.
3. Child care receipts are to be submitted with this child care form.
4. You must stay current on submitting your timesheets in order to receive payment.
5. Informal child care providers must be 18 years of age at minimum.
6. Payments are made out to the parent directly, NOT the child care provider. Direct Deposit is encouraged; please discuss with your OW Case Worker if you are interested in this option.
7. It is your responsibility to pay your child care provider, co-ordinate schedules and keep track of dates when submitting time sheets. If you have more than one child care provider use a separate form for each provider.
8. Due to confidentiality, we cannot speak to your child care provider without advance written permission from you.
9. Payments for child care subsidy are dependent on your eligibility for Ontario Works. If your Ontario Works file goes on hold/ terminated/suspended, your child care assistance is also suspended **immediately**.
- 10. Failure to report any changes in your circumstance will result in you having to repay the City of Peterborough for child care fee assistance issued.**
11. If you have any questions regarding your payment please call 748-8830, ext. 3494 to speak with our Financial Clerk.
12. Forms can be dropped off and picked up at: Social Services in the Charlotte Mews or during business hours at Children's Services, 175 Simcoe St.

Notice with Respect to the Collection of Personal Information
(Municipal Freedom of Information and Protection of Privacy Act)

This information is collected under the legal authority of the Day Nurseries Act. This information will be used by Social Services Division staff for the purpose of administering the services and programs prescribed or authorized under this act. For more information contact the Manager of Children's Services, or designate, at 178 Charlotte St, Peterborough, ON K9J 8S1 or by email at socialservices@peterborough.ca