

Ontario Works Informal Child Care Time Sheet

Name (parent/guardian): _____

Phone Number: _____

Address: _____

Name of Child (1/sheet): _____

Complete only for days child attended

Submit by 19 th of each month			
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			

Submit by 3 rd of each month			
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			

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.

1. Payments will be made bi-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. Also, child care receipts are to be submitted with this child care form. Payment will not be in your bank account until the 5th working day from the 3rd or the 19th of each month.
2. You must stay current on submitting your timesheets in order to receive payment.
3. Payments are made out to you directly, not the child care provider. Direct Deposit is an option.
4. It is your responsibility to pay your child care provider, co-ordinate schedules and keep track of dates when submitting time sheets.
5. Due to confidentiality, we will not speak to your child care provider without advance written permission from you.
6. Payments for child care subsidy are dependent on your financial eligibility for Ontario Works. If your Ontario Works file goes on hold/ terminated/suspended, your child care assistance is also suspended immediately.
7. 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.
8. If you have any questions regarding your payment please contact Joan at 748-8830, ext. 3494. Her work hours are Tuesday, Wednesday and Thursday, 8:30 a.m. to 4:30 p.m.

Please feel free to contact the Community Partnerships and Family Services Division should you have any questions and/or concerns.

NCB Child Care is limited funding and could end at any time.

Declaration

I hereby declare the above information is true and correct to the best of my knowledge.

Name of Provider (print)	Signature of Provider	Signature of Applicant
Date	Date	Date

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

The personal information on this form is collected under the legal authority of section 71(1) of the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, Sched. 1 (the “Act”) and section 9 of Ontario Regulation 138/15 under the Act. Personal information will be used by Social Services Division staff for the purpose of administering subsidized childcare in the City and County of Peterborough, as well as any other 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