

Informal Child Care Time Sheet

Name (Parent/Guardian): _____

Name of Child (1/sheet): _____

Month: _____

Submit by 19 th of each month *Complete only for days child attended*		
Date	Hours Child is in Care (ex. 9:00am-4:30pm)	Office Use Only
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Submit by 3 rd of each month *Complete only for days child attended*		
Date	Hours Child is in Care (ex. 9:00am-4:30pm)	Office Use Only
17		
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23		
24		
25		
26		
27		
28		
29		
30		
31		

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

- Informal Child Care expenses can be supported up to a maximum of \$600.00 per month/per child. Any expenses incurred over and above \$600.00 per month/per child, will not be covered by Children's Services.
- 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. Child care receipts are to be submitted with this Informal child care expense form. Payment will not be in your bank account until the 5th working day from the 3rd or the 19th of each month.
- You must stay current on submitting your timesheets in order to receive payment.
- Payments are made out to you directly, not the child care provider.
- It is your responsibility to pay your child care provider, co-ordinate schedules and keep track of dates when submitting time sheets.
- Due to confidentiality, we will not speak to your child care provider without advance written permission from you.
- Payments for informal child care expenses are dependent on your financial eligibility for Ontario Works. If your Ontario Works file goes on hold/terminated/suspended, your informal child care payments will be suspended immediately.
- Failure to report any changes in your circumstances will result in you having to repay the City of Peterborough for informal child care expenses issued.
- If you have any questions regarding your payment please contact the Social Services Financial Clerk at 705-748-8830 ext. 3494.

**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