

Child Care Fee Subsidy Parent Agreement

Applicant Name (Parent/Guardian): _____

In accordance with the **Child Care and Early Years Act, 2014**, and any other related regulations and/or guidelines for the provision of child care fee subsidy, the conditions below must be met.

1. Must reside within the City or County of Peterborough
2. Have a recognized need
 - Such as employment, enrollment in an approved education or training program, have a child with a special/social need or a family special/social need, have required activities under the **Ontario Works Act** outlined in a participation agreement, and/or other circumstances that meet the City of Peterborough, Children's Services criteria
3. Complete an annual review and provide verification of:
 - Your (and your spouse's) current Revenue Canada Income Tax Notice of Assessment or Canada Child Benefit
 - Recognized need – employment, education, training program or identified special need
 - Legal identification for all family members (if applicable)
4. Report Changes
 - Immediately report any changes to your situation as your eligibility may be impacted
 - Reassessment of your Revenue Canada Notice of Assessment or Canada Child Benefit
 - Change of address/ telephone number/email address
 - Family Composition (E.g. marital status, adults/children in the home, custody changes)
 - Activity (E.g. employment/education changes)
 - If you start or stop receiving Social Assistance benefits
5. Parent fee payment policies
 - Pay the calculated parent fee as determined by the income test to the service provider.
 - Provide the required notice of withdrawal to your service provider if you will no longer be attending that child care centre/home.
 - Recognize the statutory/designated holidays as determined by the City of Peterborough/child care centre/home child care. You will be required to pay your calculated parent rate for these holidays.
6. Attendance Expectations
 - You will have a maximum of 36 days (absent/sick/vacation) per calendar year. These days will be prorated based on your start date. You will still pay your calculated parent rate for absent days. Absent days are not carried over from year to year. **You are responsible for paying the full daily cost of care for any absent days taken over your absent allotment.**
 - In cases of extended illness, Children's Services may approve additional absent days. This must be approved by the Case Manager before being granted.
 - I understand that Child Care Fee Subsidy with the approved child care centre/home will be terminated upon irregular attendance or extended absenteeism of my child(ren) as determined by the child care centre/home and the City of Peterborough's Children's Services policies.

7. Ineligibility

- You will not be eligible for child care subsidy if:
 - You no longer live in the City of Peterborough.
 - You no longer have a recognized need.
 - You no longer qualify financially.
- You may be charged the full cost of child care if you fail to report any changes to your situation.
- Failure to report these changes may result in having to repay the City of Peterborough child care fee subsidy you were not eligible to receive because of the change.
- Further child care fee subsidy may be conditional on satisfactory repayment.

8. Right to Appeal

- You have the right to appeal any decision affecting your eligibility for child care fee subsidy by contacting your caseworker to begin the process.

9. Consent

- I hereby, release and forever discharge the City of Peterborough from all claims, costs, demands, damages, actions or courses of action, now or in the future, by the child care centre/home for my child(ren) and agree to save the City of Peterborough from and against any such claims, costs, demands, action, or courses of action.
- I consent to the obtaining and releasing of information on behalf of the family unit with the authorized representatives of the child care centre/home and/or the City of Peterborough Social Services Division of any information in the possession of the child care centre/home, for the purposes of exchanging information to verify my eligibility for Child Care Fee Subsidy with respect to members of the family unit.

Client

Please check this box if you are filing your response electronically. This represents your signature and agreement to the conditions above. You **must** fill out the date below.

Date

Signature

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