

Sporadic Calendar

Name of Parent/Guardian: _____

Name(s) of Child(ren): _____

Child Care Agency/Provider: _____

Current Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Declaration

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

Signature of Parent/Guardian

Signature of Witness

Date

Date



It is the responsibility of the parent/guardian to complete the sporadic calendar.

Directions:

- Complete the top section of the form to include name of parent/guardian requiring sporadic care, name(s) of the child(ren) attending the child care agency, name of the child care agency where care is being accessed, and the current month.
***Please note: If your child(ren) are attending multiple child care agencies, sporadic calendar must be completed for each agency where care is accessed in order to ensure a child care fee subsidy payment.
- Date the calendar grid to reflect the days of the current month.
- Add your scheduled work hours to the calendar as applicable using start and end time and a.m./p.m.
***Please note: If you have more than one employer, be sure to identify which hours are worked at each location.
- If you are unable to work a scheduled shift due to your child being ill, write “SICK” in addition to your scheduled shift on that day.
- Your Children’s Services Case Manager will add reasonable transportation time to the work hours identified.
- Periodically, pay stubs will be requested and compared to the hours included on the sporadic calendar to support hours of care being accessed.
- Sporadic calendar must be submitted by the last day of the month, each month in order to support eligibility for a child care fee subsidy payment. If sporadic calendar is not submitted, you may be billed full fee for child care expenses as per your child care agency’s billing policy.
- If there are changes to your work hours and/or employment status, contact your Children’s Services Case Manager.

If this information is required in an accessible format, please contact 705-748-8830 ext. 3226

**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