

Special Social Needs Referral Form for Child Care Fee Subsidy

Submitting this form:

1. Complete this form. All sections must be completed.
2. Sign the form (Electronic signatures will be accepted)
3. Send the form via fax, email or courier
4. Fax: 705-745-3373
5. Email: socialservicesonlineapplication@peterborough.ca
6. Courier: 178 Charlotte Street, P.O. Box 4138 Peterborough K9J 8S1
7. A case manager will be in touch with the client in regards to fee subsidy for childcare.
8. Visit OneHSN https://onehsn.com/peterborough/ux_2_0 if a childcare space is not yet secured.

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

To be completed by family requesting Child Care Fee Subsidy (please print)

Parent/Guardian: _____

Date of Birth (dd/mm/yyyy): _____

Phone Number: _____

Email Address _____

Address: _____

Child: _____

Date of Birth (dd/mm/yyyy): _____

Child: _____

Date of Birth (dd/mm/yyyy): _____

Child: _____

Date of Birth (dd/mm/yyyy): _____

I hereby consent to the release of information by referring agency identified below to an authorized representative of the City of Peterborough's Children's Services. Parent/Guardian signature is required for referral to be processed. Incomplete forms will be sent back to referring agency for follow up.

Signature of Parent/Guardian _____

Date _____

To be completed by referring agency (please print)

Name of Agency: _____

Referrer's Name: _____

Phone Number: _____

Email Address: _____

Referrer's Signature: _____

Date: _____

Please describe in detail the nature of the child's Special or Social needs OR specify limitations to activities of daily child care if based on parents' medical need.

The number of days child care is provided/approved will be determined by Children's Services. Completion of this form does not guarantee eligibility.

To apply for child care space, register at the City of Peterborough, Centralized Child Care Waitlist, [OneHSN](#). Once you have registered and chosen your preferred childcare locations, your name will be placed on that agency's waitlist, and the agency will contact you when a space is available. Please note: Waitlists can be long. Don't hesitate to complete registration.



Community programming for children and families is available through [EarlyON](#). These services are FREE and offer safe and welcoming programs to all families.

**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