



**London**  
CANADA

## INFORMATION FOR PARENTS AND PARENTAL RESPONSIBILITIES

### Important information/requirements while you are receiving Child Care Fee Subsidy

Each applicant must be a resident of the City of London at all times while receiving Child Care Fee Subsidy.

Each applicant must attend an appointment with the Children's Services Fee Subsidy Office on an annual basis, or more often if requested by the Children's Services Fee Subsidy Office.

#### **You MUST tell us of any changes to your situation such as:**

- |  |   |
|--|---|
| ✓ Address change   | ✓ Telephone / cell phone number/email change  |
| ✓ Start / finish school  | ✓ Start / finish training program   |
| ✓ Start maternity / parental leave   | ✓ Change in family composition (i.e. new baby/child)  |
| ✓ Job change – such as laid-off, decrease in wages                               | ✓ Dependent leaving the home  |
| ✓ Strike, less hours of work, or change employment                               | ✓ Change in income-such as:   |
| ✓ Any changes to marital status (i.e. separation, divorce, marriage, common law) | Ontario Disability Support Program, Ontario Works, Employment Insurance, Extended Medical Leave |
| ✓ Changes to custody arrangements  | ✓ Any reassessment of Income Taxes  |

**Please report these changes to our office immediately. If you do not tell our office, your file may be terminated and you will lose Fee Subsidy.**

Each applicant must file their income taxes on time every year in order to maintain eligibility for child care subsidy. Subsidy will not be approved if the previous year's Notice of Assessment cannot be provided during any annual review appointment that is scheduled on or after July 1<sup>st</sup> in any year.

#### **Paid Days Away**

**Your child (ren) is entitled to \_\_\_\_\_ paid days away for the current calendar year.**

Your child **may** have **up to 25 paid days away** each calendar year based on the date your Fee Subsidy starts. If your child has part time care or your placement starts part way through the calendar year, the number of days will be prorated. These days may be used for sick, absent or vacation. If you use all of your allowed paid days away, you will be required to pay full fees to your Child Care Centre/Camp for any additional absent days. The Child Care Fee Subsidy Office **will NOT pay more than the approved paid days away** to the Child Care Centre/Camp.

#### **When Your Child is Away From the Child Care Centre/Camp**

You **must** tell your Child Care Centre/Camp when your child will be away and the reason for the absence (vacation, sick, absent). If your child is away for more than five **(5) days in a row** and you haven't told your Centre/Camp and your Community Support Associate why, your subsidy will **not** be paid.

Your Child Care Fee Subsidy will be terminated upon irregular attendance of the child (ren) and the Child Care Program/Camp can discharge the child (ren) because of irregular attendance.

#### **Daily Parent Fee**

If you have a Daily Parent Fee you **must** pay it directly to your Child Care Centre/Camp. There may be a **TOP UP** or **VARIANCE FEE** at your Centre/Camp that you may have to pay along with your Daily Parent Fee. Ask your Centre/Camp.

#### **Move Your Child / Withdraw Your Child / Change Your Type of Care**

Call your Community Support Associate if you want to transfer your child to a new Centre/Camp, withdraw your child from care or change their type of care (i.e. full time / part time) or weeks of camp. Note: Part Week Camp placements are not available. You will only have one opportunity to change your child's camp selection. You have to tell your Community Support Associate and the Centre/Camp **two (2) weeks** before you withdraw, move or change type of care for your child. You also have to pay all outstanding fees before the move / change is allowed.

### **Therapeutic Referrals**

If required, obtaining a Therapeutic Referral is your responsibility and must be updated every **6 months** and at your annual review. Information will be shared between the Children's Services Fee Subsidy Office and the referring source regarding the therapeutic referrals.

### **Information Sharing**

Child Care Fee Subsidy information regarding, but not limited to, per diem rates, Daily Parent Fee, outstanding fees, child attendance, contact information, address, phone numbers, marital status, activity status such as employment or education may / will be shared between the Child Care Centre/Camp and the Children's Services Fee Subsidy Office.

### **Age Eligibility**

Dependent upon ongoing eligibility, Child Care Fee Subsidy may be provided for children until the end of the month when he/she turns 13 years.

### **Document and Information Verification**

Children's Services Fee Subsidy has the right to investigate and verify any documentation submitted to this office for the purposes of obtaining fee subsidy.

### **Permission to Communicate in Person, by Telephone, Email and Fax**

I, \_\_\_\_\_ and \_\_\_\_\_ (Name) authorize the Children's Services Fee Subsidy Office to communicate in person, by telephone, email and fax with me and with the Centre(s)/Camp(s) attended by my children. I understand that some personal information regarding the Fee Subsidy approval may be exchanged from time to time. I understand that the Internet is not a secure method of communication and that our email communications may contain my confidential personal information.

Email Address: \_\_\_\_\_

If you are in receipt of ODSP or Ontario Works you must notify the Children's Services Fee Subsidy Office **immediately** if you stop receiving ODSP or OW payments for any reason.

I understand the terms and conditions on which the Child Care Fee Subsidy is being made available to me and agree to abide by these terms and conditions.

**I understand that if I fail to comply with any of the terms and conditions set out in this agreement, the Children's Services Fee Subsidy Office has the right to:**

- i. Terminate the subsidy**
- ii. Reduce the amount of future subsidy**

I understand that if I disagree with an eligibility decision, I may make a request in writing within ten days to have the decision reviewed.

### **Questions?**

If you have any questions, please call or email:

**CSA:**  
**Fax: 519.661.5821**

**Telephone: 519.661.2489 ext.**  
**Email:**  
**Office: 519.661.4834 General Inquiries**

**Signature of**  
**Applicant 1** \_\_\_\_\_

(Print Name): \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of**  
**Applicant 2** \_\_\_\_\_

(Print Name): \_\_\_\_\_

Date: \_\_\_\_\_

Notice of Collection of Personal information: The Personal Information collected on this form is collected under the authority of the Child Care and Early Years Act and will be used to determine eligibility for Child Care Subsidy. Questions about this collection of personal information may be directed to Children's Services as noted above.