

PARENT AGREEMENT

The child care fee subsidy program assists eligible families with the cost of licensed child care for children aged 0 to 12 years. To be eligible for child care fee subsidy, families are required to follow the terms outlined in this Parent Agreement and the policies of the child care centres.

Program Requirements

To qualify for child care fee subsidy, certain provincial and municipal requirements must be met:

- 1. Status in Canada:** You and your family need to have valid status in Canada and provide verification of status for each family member. Acceptable documents to verify status include:
 - Canadian Birth Certificate/Statement of Live Birth
 - Canadian Passport, Canadian Citizenship Card,
 - Permanent Resident Card, Landed immigrant documents
 - Valid immigration documents
- 2. Address:** You and your family need to live in the Region of Peel and provide verification of your address. If your address is different than what is listed on your Notice of Assessment you need to provide acceptable address verification such as your Utility Bill or Driver's Licence.
- 3. Income:** Financial eligibility is determined by an income test that is completed annually and is based on you and your spouse's (if applicable) most recent Notice of Assessment or Canada Child Benefit (CCB) Notice. This means you and your spouse (if applicable) are required to file your income tax each year so that your ongoing eligibility can be determined. For more information on your Notice of Assessment, call 1-800-959-8281 or visit the Canada Revenue Agency website at www.cra-arc.gc.ca.
- 4. Reason for Care:** You and your spouse (if applicable) will need to have one (1) of the following reasons for child care:
 - Working (part-time or full-time)
 - Going to school or a training program (part-time or full-time)
 - You and/or your spouse (if applicable) has an illness, disability or exceptional circumstance verified by a physician or other relevant professional
 - Your child has a social or special needs requirement
- 5. Annual Assessment:** Your file will be assessed at least once every 12 months. As part of the annual review you and your spouse (if applicable) are required to provide your most recent Notice of Assessment or CCB Notice and confirm your circumstances including your reason for child care. Failure to submit the requested documents may result in child care fee subsidy termination.

NOTE: If at any time during the year you receive a Notice of Reassessment or the CCB Notice from Revenue Canada, you understand that you have an obligation to report this change immediately to Children Services.

I / We agree

Family Composition

The composition of your family including marital status and custody/guardianship arrangements is also a key component of eligibility for child care fee subsidy. Depending on your family's circumstances you may be required to provide documentation pertaining to any divorce or separation, co-residency, custody arrangements, legal guardianship or temporary care arrangements etc.

As an ongoing recipient of child care fee subsidy, you are required to report any changes in your family composition including the addition of a spouse, common-law partner, and/or child in your household. Failure to report changes in your family composition can affect your eligibility to receive child care fee subsidy.

I / We agree

Report Any Changes in Circumstances

If there are any changes that may impact your eligibility for child care fee subsidy, you must report the change to your Children’s Services Worker within two (2) weeks of the change happening and you may be required to provide documentation to confirm your change in circumstances. Changes that you are required to report can include changes in relation to your:

- Marital status or family composition (such as: getting married, living common law, co-residing with the parent of your child, divorcing or separating, expecting the adoption or birth of a child, a change in child custody arrangements etc.)
- Employment or self-employment (including but not limited to: job loss, job/employer change, hours change, parental leave, absences due to illness or travel, disability, etc.)
- Income tax or child tax benefit re-assessment by the Canada Revenue Agency
- Address or contact information (moving to a new address, new phone number, new email address)
- Education or training (change in course load or program, completion of a program, absences due to illness or travel, disability, etc.)
- Start or stop receiving assistance from Ontario Works or the Ontario Disability Support Program
- Removing your child from subsidized care, transferring your child to another Child Care Centre, absences of four (4) weeks or more.

IMPORTANT: Failure to provide accurate information and/or to report a change in your circumstances can affect your eligibility to receive child care fee subsidy which may result in an overpayment that you will have to repay to the Region.

I / We agree

Parental Contribution

Depending on your net income, you may have to pay a portion of the cost of your child care. This is called the Parental Contribution.

If you are making a Parental Contribution, you must pay it on time directly to the child care program. You will also need to pay the program any additional fees your child’s program may charge (e.g. registration fee, deposits, etc.).

If your child care fee subsidy is terminated or you withdraw your child from care and you owe the child care program any outstanding fees, you will need to pay these fees before you can qualify for future child care fee subsidy.

I / We agree

Absent Days

If your child is away from the child care program for any reason, it is considered an absent day. The Region of Peel will pay the daily subsidy amount for up to a maximum of 36 absent days for full-time care and 18 days for part-time care from January 1 to December 31. Unused absent days will not carry over to the next calendar year. The maximum absent days for your first year of child care are pro-rated based on the month your child starts in care. The maximum allowable absent days is outlined in the table below:

Start Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximum allowable absent days (Full-time Program)	36	33	30	27	24	21	18	15	12	9	6	3
Maximum allowable absent days (Part-time Program)	18	16	15	13	12	10	9	7	6	4	3	2

For each day your child is absent over the maximum allowable days, you will have to pay the full daily fee for child care (parental contribution and subsidy amount) to the Child Care program. Absences of four (4) or more consecutive weeks require prior approval from the Region of Peel before the absence begins.

I / We agree

Transfer or Withdrawal Notice Policy

If you are going to transfer your child to a different Child Care Program or withdraw your child from child care fee subsidy, you are required to:

- Give the Region at least two weeks written notice;
- Give the Child Care Program notice according to their transfer and withdrawal policy; and
- Keep your child in care for the entire notice period including the last day of the notice period.

If you do not provide the above transfer or withdrawal notice or if you remove your child from care during the notice period, you will be responsible for paying the full fee of child care costs (up to a maximum of 5 days) to the Region of Peel and/or any additional fees to the child care centre (according to their policies).

I / We agree

Subsidy Overpayments

In situations where you and your spouse (if applicable) received child care fee subsidy for any period of time when you were not eligible:

- The Region of Peel may immediately end your child care fee subsidy;
- You and your spouse (if applicable) will need to repay the Region of Peel the amount of subsidy for which you were not eligible (referred to as a “Subsidy Overpayment”); and
- If you do not repay the Subsidy Overpayment or arrange a satisfactory repayment plan, your file will be forwarded to collections and further legal action may be taken.

I / We agree

Appeal Process

If you disagree with a decision that affects your child care fee subsidy you have the right to appeal. First, you need to review the decision with a Children’s Services Worker. If after the decision has been reviewed with a Children’s Services Worker you would like to appeal, you have 30 calendar days from the date the decision was made to

- Complete an Internal Review Request form addressed to “Supervisor Child Care Fee Subsidy” and,
- Submit it to the local office by fax, mail or drop-off. (The Internal Review Request form is available at: <http://www.peelregion.ca/children/pdf/appeal-form.pdf>)

I / We agree

Acknowledgement and Agreement

By submitting an application for Child Care Fee Subsidy and signing this document you and your spouse (if applicable) acknowledge and agree that:

- a) You understand and accept all of the terms that you are required to comply with while receiving child care fee subsidy (and you may ask questions and seek clarification from a Children’s Services Worker at any time regarding any of these terms)
- b) Child care fee subsidy is being provided to you on the condition that you comply with these terms
- c) Failure to comply with these terms could result in the termination of your subsidy, you having to repay the Region for any subsidy issued that you were not eligible to receive and/or other legal action.

(Applicant Name)	(Signature of Applicant)	(Date)
(Spouse Name) (if applicable)	(Signature of Spouse)(if applicable)	(Date)

Notice with Respect to the Collection of Personal Information

This information is being collected pursuant to the Child Care and Early Years Act, 2014 and will be retained, used, disclosed and disposed of in accordance with all applicable municipal, federal and provincial laws and regulations governing the collection, retention, use, disclosure and disposal of information including the Municipal of Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. M. 56. This information will be used to determine and verify initial & ongoing eligibility for Child Care Fee Subsidy and to administer the delivery of child care fee subsidy by Regional Municipality of Peel. Any questions regarding this collection may be directed to Supervisor, Early Years and Child Care Services, Region of Peel, 10 Peel Centre Drive, Suite B, P.O. Box 2136 STN B, Brampton, On L6T 0E3, by mail or telephone at 905-791-1585