



## *Information concerning parental registration*

### **\*\*\*Subsidized childcare services agreement and new fee schedule \*\*\***

The parent who signs the subsidized childcare services agreement is the one who must pay the basic contribution. As of April 22, 2015, this parent is also required to pay the additional contribution, when necessary.

When they sign the subsidized childcare services agreement, parents may, whether or not they are separated, divide the number of days for which they will be required to pay the basic contribution between them for the same child, as well as the additional contribution, if applicable.

Each parent who signs the subsidized childcare services agreement will receive an RL-30 slip no later than February 28, 2017 reflecting the number of days for which the parent was required to pay the basic contribution. The RL-30 will enable parents to determine the additional contribution that they will have to pay when they file their income tax returns.

### **\*\*\*Registration\*\*\***

The parent or parents that have chosen to give their S.I.N. in order to pay the additional contributions at income tax time, is the same parent or parents that must sign the Application to determine eligibility form and supply the documents showing that they are eligible for the subsidy. (in the case where it's both parents, they must BOTH fill out an application form, and BOTH supply their documents)

### **Accepted documents for the parent with Canadian citizenship (one of the following):**

- Birth certificate of the parent if born in Canada
- Citizenship card
- Certificate of Canadian citizenship
- Canadian passport (up to date)
- Certificate of a Canadian birth abroad
- Certificate of Indian status

**For the parent that is not a Canadian citizen (one of the following):**

- Permanent resident
- Person authorized to submit on site an application for permanent residence
- Temporary Worker
- Foreign student
- Holder of a temporary permission to reside
- Refugee, Person requiring protection, Protected person

**ATTENTION:** in some cases you need 2 documents to be eligible

\*for more information refer to the back of the Application to determine eligibility form, or consult the booklet: *Documents d'identité exigés conformément au Règlement sur la contribution réduite pour le parent né à l'extérieur du Canada et le parent autochtone.* (see our website)

**Accepted document for the child:**

- The original of the birth certificate (the birth certificate of a child born outside of Canada must be translated to English or French if it is in a different language)

**Last-Resort Financial Assistance:**

- Proof that they receive benefits from Social Assistance Program or Social Solidarity Program) (Welfare)

**Proof of Quebec residence:**

In order to show proof that the parent resides in Quebec, the parent must supply a document showing their current address.

- This document must have been delivered by a competent federal, provincial, municipal or school authority (ex: driver's license, tax documents...) or;
- The parent may also choose to show a bill from large, known institutions such as Hydro-Québec, Bell Canada, Caisse Populaire, Banque...) as a proof of residence.

### Attestation of childcare services provided

If the child frequented a subsidized daycare service, an attestation of childcare provided specifying the end date of the service must be provided before they start at the new daycare, in order to avoid subsidies being paid at two places at the same time for one child.

**\*\*for the providers that do the registrations at home, you must make photocopies of all the original documents, sign, date and write 'original seen' on them before bringing us the complete file, within 10 days of registration.**

**\*\*If you have any questions concerning a document that a parent is providing you, please contact Chantal or Tanya and it will be our pleasure to assist you**