

PROCEDURE FOR OPENING THE CHILD'S FILE

Documents required for a complete file:

1. Fully completed *Reduced Contribution Eligibility Request (PCR)* form. (Long white and yellow copy)
 - ✓ All sections must be completed. The parent must check **yes** or **no** in sections 1, 3 and 4 in the appropriate cases. In other words, if the parent does not benefit from the assistance program, he must check **no** in section 3.
 - ✓ For each section from 1 to 5, if the parent checks yes, he must provide proof.
 - ✓ You must also check the boxes on the back of the yellow sheet (remove and turn over the carbon paper).
 - ✓ In the section RESERVED FOR ADMINISTRATION, the RSG must not complete anything
 - ✓ For the rest, DECISION and SIGNATURE section of the DAYCARE, the Coordinating Office will complete them. Then, the yellow page will be mailed by the CO to the parent who made the request and a copy will be placed in your file.

2. Documents accompanying the PCR form. (All other documents depending on parent's situation)
 - ✓ Regarding birth certificates and other documents attesting to the parent's status or proof that the parent is benefiting from the social assistance program, the copy must be validated by RSG.
 - ✓ This means that the RSG must affix its initials and the date on each document of which it has seen the original. We should be able to read: Original Vu + initials + date = **on each photocopy.**

3. Copy of the Subsidized Child Care Agreement (contract)
 - ✓ The home childcare provider must provide the BC with a copy of the agreement signed between her and the parent.

- ✓ It is important to give an original of this agreement to the parent with the full copy of the termination of the contract and to keep the second original agreement in your files.

4. Information required in the case of re-inscription.

If since September 1 of the current year, the parent has benefited from the reduced contribution, that is to say that the parent paid \$ 8.35 per day, he must provide you with the attestation of childcare services, given by the last daycare attended.

You can consult the following website for more information regarding the Request for reduced contribution eligibility form:

https://www.mfa.gouv.qc.ca/fr/publication/documents/renseignements_contribution_reduite.pdf

5. Identity documents are required in accordance with the Reduced Contribution Regulations for the parent born outside of Canada and the Aboriginal parent.

For more information, consult the website of the Ministère de la Famille.

Eligibility of the parent for reduced contribution.

A parent residing in Québec who meets any of the following conditions is eligible for the basic contribution:

- (1) the parent is a **Canadian citizen**; Canadian passport **or** citizenship card **or** citizenship certificate **or** certificate of aboriginal parent.
- (2) the parent is a **permanent resident** within the meaning of the Immigration and Refugee Protection Act (S.C. 2001, c. 27); **permanent resident card or confirmation of permanent resident status.**
- (3) the parent is staying in Québec primarily for work purposes and holds a **work permit** issued under the Immigration and Refugee Protection Act **or** is exempted from holding such a permit under that Act;
- (4) the parent is a **foreign student** holding a **certificate of acceptance** issued under the Québec Immigration Act (chapter I-0.2.1) **and is receiving a scholarship** from the Government of Québec pursuant to the policy applying to foreign students in Québec colleges and universities;
- (5) the parent is recognized by a court in Canada of competent jurisdiction as **a refugee or**

protected person within the meaning of the Immigration and Refugee Protection Act and holds a **selection certificate** issued under section 3.1 of the Québec Immigration Act;

(6) the Minister of Citizenship and Immigration has granted protection to the parent under the Immigration and Refugee Protection Act **and the parent holds the selection certificate** referred to in paragraph 5;

(7) the parent holds **a temporary resident permit** issued under section 24 of the Immigration and Refugee Protection Act in view of the granting of permanent residence **and holds the selection certificate** referred to in paragraph 5; or

(8) the parent is authorized to file in Canada **an application for permanent residence** under the Immigration and Refugee Protection Act or certificate the Immigration and Refugee Protection Regulations (SOR/02-227) **and holds the selection certificate** referred to in paragraph 5.
 O.C. 583-2006, s. 3; S.Q. 2015, c. 8, s. 178.

Canadian citizen	Permanent resident	Temporary worker	Foreign student	Refugee or protected person
Canadian passport or citizenship card or citizenship certificate or certificate of aboriginal parent.	Permanent resident card or confirmation of permanent resident status.	Work permit and selection certificate.	Certificate of acceptance and receiving a scholarship	Selection certificate of Quebec

Parent holds temporary resident permit	Parent authorized to apply for permanent resident	
Selection certificate of Quebec	Selection certificate of Quebec	

DOCUMENTS CHECKLIST FOR NEW REGISTRATION

To be returned to the BC:

- Confirmation letter for children aged 0-5 (it is up to the parent to provide it)
- PCR form (long white and yellow copy) completed Sections 1, 2,3 and on the back section (LIST OF DOCUMENTS TO PROVIDE)
- Copy of the child's birth certificate (original seen + initials + date = on photocopy)
- Copy of the parent's birth certificate (original seen + initials + date = on photocopy) or Additional documents required from the parent who is not a Canadian citizen (See the back of the white and yellow PCR copy)
- Copy of the service agreement signed by the RSG and the parent
- Certificate of childcare received (if the child attended another subsidized childcare service or a childcare center on September 1)
- Copy of proof of social assistance benefits (original seen + initials + date = on photocopy). DON'T

DON'T FORGET THAT THE PARENT MUST SIGN THIS DOCUMENT



To give to the parents:

- Original copy of the service agreement signed by the RSG and the parent (copy of termination included)
- Internal management of the RSG (if applicable)

Keep at your daycare (separate files)

Administration file of the child	Medical file of the child
<ul style="list-style-type: none"> • Original copy of the signed service agreement • Copy of the confirmation letter from La place 0-5 • Documents provided by the parent (birth certificate, proof of residence or citizenship, etc.) • Registration form completed and signed by the parent (3pages) • Authorizations: exit, in case of emergency, taking photographs • Acceptance form (in case of replacement) • Form relating to the presence of a firearm (if applicable) • Specific agreements (if applicable) 	<ul style="list-style-type: none"> • Parental authorization for the administration of a medication • Medication registry • Protocols: Acetaminophen and insect repellent • Parental authorization for: Oral hydration solutions; PABA-free sunscreen; Saline nasal drops; Zinc oxide seat cream; Calamine lotion; Lip balm; moisturizer • Accident report