

## Parent Acknowledgement

This letter is to inform you that I provide child care under a license held by the Region of Waterloo Home Child Care Program. I am an independent contractor and operate my own child care business however I have chosen to contract services with the Region of Waterloo Home Child Care Program in order to provide a quality, licenced program. I am required to be in compliance with Region of Waterloo Home Child Care's policies and procedures at all times.

According to the *Child Care and Early Years Act, 2014*, the accompanying regulations, and above mentioned policies and procedures, I am required to have certain information on file for each child. This information includes;

- An application for enrolment signed by a parent of the child.
- The name, date of birth and home address of the child.
- The names, home addresses and telephone numbers of the parents of the child.
- The address and telephone number at which a parent of the child or other person can be reached in case of an emergency during the hours when the child receives child care.
- The names of persons to whom the child may be released.
- The date of admission of the child.
- The date of discharge of the child.
- The child's previous history of communicable diseases, conditions requiring medical attention and, in the case of a child who is not in attendance at a school or private school within the meaning of the Education Act, immunization or any statement or required form completed by a parent or legally qualified.
- Any symptoms indicative of ill health.
- A copy of any individualized plan as required.
- Written instructions signed by a parent of the child for any medical treatment or drug or medication that is to be administered during the hours the child receives child care.
- Written instructions signed by a parent of the child concerning any special requirements in respect of diet, rest or physical activity.

I will be providing the Region of Waterloo's Home Child Care Program with some of your child's information in accordance with current Ministry of Education regulations. The Ministry of Education licenses programs annually and they may also have access to your child's information. Both of these programs will only use the information for the purposes it was collected and it will be kept confidential.

Please sign below. Your Signature confirms that you understand and agree with the above requirements.

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Parent / Guardian Signature

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Date

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Caregiver Signature

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Date