

## PARENTAL / GUARDIAN DECLARATION

ALL areas of the document must be completed.

If custody is shared, Details of Access to include the access schedule. Please specify which overnights your child spends in your care. *Such as: 50% custody, alternate weeks starting on Mondays.* A parent or guardian can only qualify for child care fee subsidy on the days that the child is residing in their home, including the overnight.

If the name of the other parent is not known, please state - unknown.

If you've selected that there is a court order in place, please attach a copy.

I, \_\_\_\_\_, a resident of the City of Ottawa,  
Parent / Guardian Name  
in the Province of Ontario, declare:

The full name(s) and date(s) of birth (DOB) of the child(ren) in my care, with respect to whom I am receiving / might receive a subsidy from the City of Ottawa, pursuant to the *Child Care and Early Years Act, 2014* are:

Child Name: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

Child Name: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

Child Name: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

Child Name: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

Child Name: \_\_\_\_\_ DOB (mm/dd/yyyy): \_\_\_\_\_

### Details of Access

The name of the other parent of the child(ren) is:

\_\_\_\_\_

Our current access arrangements are as follows:

I have sole custody of my children. They do not spend any overnights with another parent.

I have shared custody of my children. The children spend the following overnights with me:  
*Please include the access schedule*

**Court Order / Agreement Information**

Check which applies:

- There is a court order or agreement concerning custody and access which remains in force.
- There is no court order or agreement concerning custody and access which is currently in force.

Signed at the City of Ottawa in the Province of Ontario on \_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Signature of Parent / Guardian