



St. Thomas-Elgin Social Services
Ontario Works | Children's Services | Housing Services



230 Talbot Street, St. Thomas, Ontario, N5P 1B2
Phone: 519-631-9350 Toll Free: 1-800-265-4362 Fax: 519-631-1824

St. Thomas & Elgin County – Application for Licensed Emergency Child Care

Licensed child care centres were legally required to close on March 17, 2020 when Ontario ordered a declaration of emergency. The Province of Ontario has since allowed select licensed child care centres to reopen in order to support the child care needs of health care and other essential workers. In partnership with the Ministry of Education, St. Thomas-Elgin Children's Services is providing emergency child care to essential workers at no cost.

Emergency child care services are reserved exclusively for the children of essential workers, as defined by the Province of Ontario: <https://www.ontario.ca/page/child-care-health-care-and-frontline-staff#section-1>. Parents/caregivers must have exhausted all other child care options and be working outside the home. Child care will only be provided for the dates during which you are required to be working on-site, with further accommodations possible for shift work, as approved by Children's Services.

Emergency child care in St. Thomas-Elgin is currently prioritized for front-line health care workers and emergency first responders.

If you are eligible to receive emergency child care and a space is not currently available at the time of your application, your eligible child(ren) will be placed on a waitlist. The waitlist date will be the date that your completed application for emergency child care is received by Children's Services.

Verification of employment is required for each applicant (e.g. letter from employer).

If you are not able to provide verification of employment at the time of application, please call our office at 519-631-9350 ext. 7133 after submitting your application.

Please send your complete application to our office via email: childrens.services@stthomas.ca.

You may also call our office at 519-631-9350 ext. 7133 and we will assist you in completing the application by phone.

Please direct questions regarding emergency child care in St. Thomas-Elgin to:

Teresa Sulowski
Supervisor, Children's Services
St. Thomas-Elgin Social Services
tsulowski@stthomas.ca

Notice of Collection of Personal Information

The personal information collected on this form is collected under the authority of the Child Care and Early Years Act and will be used to determine eligibility for Emergency Child Care Fee Subsidy. Questions about this collection of personal information may be directed to Children's Services as noted above.

Parent/Guardian #1 (Applicant 1)

Full Name:	Employer Name:
Workplace location/address:	Occupation/Job Title:
Contact Name and Phone Number of Supervisor:	
Home Address:	
Email Address:	
Phone Number and Alternate Phone Number:	

Parent/Guardian #2 (Applicant 2)

Full Name:	Employer Name:
Workplace location/address:	Occupation/Job Title:
Contact Name and Phone Number of Supervisor:	
Home Address:	
Email Address:	
Phone Number and Alternate Phone Number:	



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Days of Week and Hours of Care Required. We are not currently able to offer overnight or weekend care. Hours of operation will be 7 a.m. – 6 p.m., Monday through Friday:

Week Day	Hours Required
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Requested days/hours for care are not guaranteed and subject to availability of the Emergency Child Care operators.

Names of child(ren) requiring emergency child care:

Last Name	First Name	Date of Birth (YYYY/MM/DD)

Anticipated or requested start date:

Consent:

I confirm understanding of the conditions on the following page of the City of St. Thomas's Emergency Child Care Funding and give consent for the City of St. Thomas to collect information regarding attendance at the approved Child Care Centre for the above named child(ren).

Consent:

	1. By completion and submission of this form I am confirming that I am an essential services employee as outlined by the Province of Ontario: https://www.ontario.ca/page/child-care-health-care-and-frontline-staff#section-1
	2. I am confirming that I have exhausted all other alternative child care options.
	3. In the event my child(ren) or myself display symptoms of COVID-19, I will immediately notify the Emergency Child Care Centre and the City of St. Thomas (St. Thomas-Elgin Children's Services).*
	4. Emergency Child Care Services can only be arranged with a licensed child care provider as approved through the City of St. Thomas (St. Thomas-Elgin Children's Services) as the service system manager for licensed child care.
	5. Emergency Child Care Services will be provided only for time required for my work and travel time.
	6. I consent to the exchange of information between the City of St. Thomas (St. Thomas-Elgin Children's Services) and the Emergency Child Care operator for the sole purposes of determining or verifying the administration of the Emergency Child Care funding and facilitating placement of my child(ren) into Emergency Child Care.
	7. I authorize consent for the Emergency Child Care operator to provide the City of St. Thomas (St. Thomas-Elgin Children's Services) my child(ren)'s monthly attendance.
	8. Should I no longer require Emergency Child Care, I will immediately advise my licensed Child Care provider and the City of St. Thomas (St. Thomas-Elgin Children's Services).
	9. I understand that multiple consecutive absences without notice may impact my space with the Emergency Child Care Centre.
	10. If spaces are not available, the name of each eligible child will be kept on a waitlist. My waitlist date will be the date my completed application was received by the Children's Services.
	11. I understand that active health screening will take place on a daily basis for all children being dropped off, as well as the adult dropping them off. Visit https://covid19checkup.ca/ for the list of active screening questions. I will truthfully respond to all screening questions.
	12. I understand that it is required that I check my own and my child(ren)'s temperature each day before dropping them off for care.
	13. I understand that should the Province remove the State of Emergency and Emergency Child Care ends, my space at the location and child care at no cost is not guaranteed and will be terminated with notice

* In this event, you will be referred to Southwestern Public Health and procedures outlined in the Policy and Procedure for Exclusion of Sick Children and Health Screening Procedure for Emergency Child Care centres will be followed.

By submitting this document, I am confirming that I am member of the eligible list of workers noted in this application, and that I have read, understood and agree to the conditions indicated. Additionally, all information is correct and accurate to the best of my knowledge.