

### Important information

**Definitions:**

- **Childcare provider (CP):** childcare centre, subsidized day care centre or home educational childcare provider (HECP) recognized by a home educational childcare coordinating office (CO)
- **Reference year:** period from September 1 of one year to August 31 of the following year

The letters in a square (e.g. **A**) refer to a list of documents to attach. It is important to check the boxes on the back of the form that apply to your situation.

This form must be duly completed and signed by the parent. It must then be submitted to the CP along with each of the required documents for a decision to be made.

The form must be completed by a parent in one of the following situations:

- the parent's child is not yet six years of age and has not been admitted to the school system or has been admitted to the Passe-Partout program;
- the parent's child is six years of age and will still be six years of age on the first day of the school calendar of the school year following the child's sixth birthday;
- the parent's child has been admitted to the school system, but the parent wishes to benefit from childcare services on an atypical schedule, in other words outside the hours of 7 a.m. to 6 p.m. from Monday to Friday. In such a case, the childcare provider must first be authorized by the Ministère to provide educational childcare services on an atypical schedule. The child must be received at the same time as a child in one of the two above categories with whom the child resides or when a staff member who is the child's parent or with whom the child resides is present.

A parent who wishes to contest the decision of the permit holder or CO may submit a written request for their file to be reviewed. For more details, see the text box on page 4.

### Section 1 – Identification

**Parent**

Last name:		First name:	
Social insurance number (SIN):			
<b>Home address</b>			
Number, street, avenue, boulevard, P.O. box:			Apartment:
City, municipality:		Province:	Postal code:
Telephone (home):		Telephone (work):	Extension:
Email:			
Are you a Canadian citizen? <input type="checkbox"/> Yes <b>A</b> <input type="checkbox"/> No <b>A</b> and <b>B</b>			

**Child** (To register more than five children, use a second form and indicate the rank of the children covered by the application.)

Last name of child	First name of child	Date of birth <b>A</b>	Relationship to child
1.			
2.			
3.			
4.			
5.			

## Section 2 – Childcare needs

Children <b>E</b>	Expected date of first day of childcare	Expected end date of childcare (if known)
Child 1		
Child 2		
Child 3		
Child 4		
Child 5		

## Section 3 – Application for exemption from paying the reduced contribution

**3.1 Do you receive benefits from any of the following programs?**

Yes **C**, please sign the authorization to release information in [Section 3.2](#).

- Aim for Employment Program
- Social Assistance Program
- Social Solidarity Program
- Economic Security Program for Cree Hunters

No (go to Section 4).

### 3.2 Authorization

I authorize the Ministère de la Famille to verify the information provided in [Section 3.1](#) with the Minister of Employment and Social Solidarity or the Cree Hunters Economic Security Board.

Signature of parent: \_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_

## Section 4 – Information required for re-enrolment

**4.1** Since September 1 of the reference year, have you qualified for the reduced contribution or, if you are receiving benefits through a financial assistance program listed in [Section 3](#), have you been exempted from paying the reduced contribution?

Yes **D**

No

## Section 5 – Declaration and signature

**I declare that the information in this application is accurate and complete.** Please note that under the *Reduced Contribution Regulation*, the parent must immediately notify the educational childcare provider of any change affecting the information or documents used to establish the parent's eligibility for or exemption from the reduced contribution.

Signature of parent: \_\_\_\_\_ Date (YYYY-MM-DD): \_\_\_\_\_

## List of required documents

Please check all the boxes that apply to your situation according to the letters in the square that appear on the form.

**A Important:** Your birth certificate or act of birth or, if applicable, the document establishing your Canadian citizenship, as well as the birth certificate or act of birth of your child or children, must be submitted to the educational childcare provider. A photocopy certified by the educational childcare provider as being a true copy of the original must be kept in the parent's file.

- A** The birth certificate or act of birth of the parent or, if the parent has Canadian citizenship, any other document establishing Canadian citizenship (citizenship card, Canadian citizenship certificate, Canadian passport, certificate of a Canadian birth abroad, certificate of Indian status).
- A** A birth certificate or act of birth for each child included this application.

Acts of birth and birth certificates issued by a church, city hall or courthouse before 1 January 1994, as well as short-form birth certificates issued by the Registrar of Civil Status, are accepted.

**B Important:** If you are not a Canadian citizen, please check the box that applies to your status in the following table and submit the required documents depending on your status. See [Table B](#).

- B** If you are not a Canadian citizen and are unable to provide your birth certificate or act of birth or that of your child or children, you will have to make a statement under oath explaining the reasons why you are unable to provide these documents and specifying the date of birth of your child or children.

**Table B Additional required documents for a parent who is not a Canadian citizen**

Status of parent	Required documents
<input type="checkbox"/> <b>Permanent resident</b>	Copy of Record of Landing (IMM 1000) <b>or</b> Copy of permanent resident card <b>or</b> Copy of the Confirmation of Permanent Residence issued by the Canadian immigration authorities
<input type="checkbox"/> <b>Temporary worker</b> (this category includes asylum seekers who hold a work permit)	Copy of the work permit issued by Canadian immigration authorities indicating the workplace and name of employer (exception: a permit obtained in the "International Co-op" category does not confer eligibility for the reduced contribution as a temporary worker) <b>or</b> If the foreign national is exempted from the obligation of being the holder of such a permit, a copy of the document attesting to their right to be in Canada * For asylum seekers: - a copy of the work permit AND - a valid refugee protection identity document (RPID) (formerly the refugee protection claimant document [RPCD]) or proof of application for an RPID renewal If the work permit has expired: proof of filing of an application for renewal before expiry and proof that the application is still pending (e.g., screenshot of the online record showing the status of the application as "current").
<input type="checkbox"/> <b>International student</b>	Copy of the certificate of acceptance referred to in section 122 of the Act respecting immigration to Québec or a copy of a letter attesting the issue of a certificate of acceptance <b>and</b> Copy of a letter from a CEGEP or university attended by the person attesting that the person is receiving a scholarship for foreign students under the Merit Scholarship Program for International Students, managed by Fonds de recherche du Québec, or under the Scholarship Program for International Students at the College Level, managed by Fédération des cégeps
<input type="checkbox"/> <b>Parent recognized as a refugee</b> <b>Person requiring protection</b> <b>Protected person</b>	Copy of the selection certificate referred to in section 122 of the <i>Québec Immigration Act</i> (or, if the certificate has expired, proof of filing of an application for permanent residence and proof that the application is still pending [e.g., screenshot of the applicant's status on the IRCC site]) <b>and</b> Copy of a letter from the Canadian authorities establishing that the person is a refugee, a person requiring protection, or a protected person within the meaning of the <i>Immigration and Refugee Protection Act</i>
<input type="checkbox"/> <b>Holder of a temporary residence permit</b>	Copy of a temporary residence permit with codification indicating that it was issued in preparation for potential permanent residence status. For the codes required on your temporary residence permit, see section 6 of the <i>Guide sur les documents exigés du parent conformément au RCR</i> (French only) <b>and</b> Copy of the selection certificate referred to in section 122 of the <i>Québec Immigration Act</i> (or, if the certificate has expired, proof of filing of an application for permanent residence and proof that the application is still pending [e.g., screenshot of the applicant's status on the IRCC site])
<input type="checkbox"/> <b>Person authorized to submit an application for permanent residence on site</b>	Copy of the letter issued by Canadian immigration authorities establishing that the person is authorized to submit in Canada an application for permanent residence <b>and</b> Copy of the selection certificate referred to in section 122 of the <i>Québec Immigration Act</i> (or, if the certificate has expired, proof of filing of an application for permanent residence and proof that the application is still pending [e.g., screenshot of the applicant's status on the IRCC site])

- C** Proof that you are receiving benefits under the Aim for Employment Program, the Social Assistance Program, the Social Solidarity Program or the Economic Security Program for Cree Hunters (any document proving that the parent is enrolled under a program may be accepted as proof of eligibility, including an attestation signed by an officer at a local employment centre or a copy of a claims booklet)

- D** An attestation of the childcare services received (by the CP) specifying the date childcare begins, the date childcare services end, and the total number of days of childcare at a reduced contribution since September 1 of the reference year. If you receive benefits from a financial assistance program listed in [Section 3](#), the form indicates the total days of daycare for which you are exempted from paying the reduced contribution.

- E** For an application submitted to a HECP, a signed copy of the childcare service agreement.

## Reserved for Administration

### Decision of the permit holder or home educational childcare coordinating office

#### Permit holder or home educational childcare coordinating office (CO)

Name of permit holder or CO:

Division number:

#### Home educational childcare coordinating office (CO)

Last name:

First name:

#### Decision

- Yes. The parent's application is accepted; the parent meets all the conditions stipulated in the *Act* or in the *Reduced Contribution Regulation*.
- No. The parent's application is rejected for the following reasons:

#### To be completed if the parent receives benefits under a financial assistance program listed in [Section 3](#)

Aim for Employment Program, Social Assistance Program or Social Solidarity Program under the *Individual and Family Assistance Act* or the Economic Security Program for Cree Hunters

Is the parent exempted from paying the reduced contribution?

- Yes
- No

Last name of child	First name of child	Date childcare starts	Date of decision
1.			
2.			
3.			
4.			
5.			

#### Signature of administration

Signature: \_\_\_\_\_

Date (YYYY-MM-DD): \_\_\_\_\_

## Application for review

A parent who disagrees with the decision made by the permit holder or CO may apply to the Ministère for a review of the file within 90 days of the date on which the decision was received. The application must be in writing, summarize the reasons for the application, contain the documents supporting the parent's status and include a copy of the decision.

The application may be submitted by email to [demandes.revision@mfa.gouv.qc.ca](mailto:demandes.revision@mfa.gouv.qc.ca) or mailed to the following address:

Demandes de révision  
Direction du soutien à la conformité et à la qualité  
Ministère de la Famille  
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Montréal (Québec) H2K 4S7