



## Application to Temporarily Place or Retain a Child in a Care Program

**Applications to temporarily place or retain a child in a care program to which they would not otherwise be eligible should be addressed to your Licensing Officer.**

**Please complete all areas of this application and submit to your local Licensing Office. Attach additional pages as necessary.**

1. Name and address of facility (including postal code): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Licence category and maximum capacity: \_\_\_\_\_

Names of Licensee and Manager: \_\_\_\_\_

2. Child's name: \_\_\_\_\_ Child's age: \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Length of time retention/placement is required: \_\_\_\_\_

Start date of retention/placement: \_\_\_\_\_

End date of retention/placement: \_\_\_\_\_

Briefly outline the circumstances for the application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Explain why the temporary placement or retention is in the best interests of the child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Provide the following information:

- The limits or ratios specified for your facility in respect of the group size:

\_\_\_\_\_

- The number of children cared for at the facility at one time: \_\_\_\_\_

- The ratio of employees to children: \_\_\_\_\_

- The level of staff training at present and/or additional training that will be taken to support the needs of the child being temporarily placed or retained:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Other supportive measures that will be put in place to support the best interests of the child: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The ages and dates of attendance of the other children in care. **Please attach and submit with this form.**

5. A letter of support regarding your application for temporary placement or retention is required from the applicable child’s parent/guardian. Please attach and submit with this form.

Should you have any further questions, please contact your Licensing Officer.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

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