

REQUEST FOR A CHANGE IN APPROVED HOURS OF SUBSIDIZED CHILD CARE

Additional

Decreased

Schedule Change

Please complete this form ***each time*** you require a change to the hours of subsidized child care from which you have already been approved by County of Renfrew Child Care Services. Your request will be forwarded to the Eligibility Coordinator for consideration.

IMPORTANT: Please remember that all changes to your subsidy must be **pre-requested** and **pre-approved** by the County of Renfrew Child Care Services. You may be held financially responsible for any cost incurred if your child attends prior to receiving approval from the County of Renfrew Child Care Services.

Date: _____

Name of child for which additional hours of care are requested: _____

Child's D.O.B.: ____/____/____
 dd mm year

Child Care Provider: _____

Please specify the dates and times for which you are requesting the changes:

	Date(s)	From this time	To this time	Reason (Please attach verification of the reason for your request. E.g. work schedule, etc.)
1				
2				
3				
4				

Comments:

You must confirm with your Child Care Provider that space is available for your child to attend on the above dates and times. ***Requests will only be processed with signatures of BOTH the Child Care Provider AND the Parent/Guardian.***

Parent/Guardian

Child Care Provider

Please forward the completed form to your designated Eligibility Coordinator at the County of Renfrew:

Fax: (613) 732-4437

Office Use Only

Approved as requested

Denied

Other : _____

Authorized by:

Date authorized:

Comments: