



## 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 names, ages, dates of birth 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: \_\_\_\_\_