

Dear Prospective Provider;

Thank you for your interest in providing care through Canadian Mothercraft. The attached forms, part of the screening process, are to be completed and returned.

Mothercraft reserves the right to determine the suitability of the provider and home, based on the results of the screening process.

- * Please request a Criminal Reference Check from your local Police Department for you and anyone living in or in regular attendance in your home (18 years and over). Two pieces of identification, as outlined on attached list, will be required. Approved, original checks should be sent to Mothercraft.
- * The Children's Aid Forms must be completed and signed (both sides), by anyone over age 12 living in the house, and returned to Mothercraft. If you need more forms, please call us.
- * The three letters of reference must be completed by someone who is not a family member but has seen you with young children - we always follow-up references with a telephone call.

When this paperwork is complete, the Home Child Care Advisor for your area will telephone to answer any further questions and to go over Mothercraft Policies. Mothercraft cannot guarantee placement of children for care and it usually takes several months to get a day care home established. Training in First Aid, Child Abuse Prevention, Behaviour Management/Child Development and Nutrition is mandatory and will be arranged by us.

We look forward to hearing from you again soon. Please call if you have any further questions.

Yours sincerely,
JoAnne Berry
Co-ordinator
Home Child Care



Helping Ottawa families grow and thrive · Pour des familles heureuses et épanouies à Ottawa

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