

# **Annual Parent/Guardian Consent Form** **(Child Care Accountability Program Compliance – Government of Alberta)**

## **St. Josaphat's Ukrainian Sadochok (Playschool) Society (the “Playschool”)**

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### **1. Purpose of Collection**

In accordance with the *Child Care Accountability Program* established by the Government of Alberta, the Playschool is required to collect and verify certain personal information about each child and parent/guardian in order to:

- a. Register the child in the provincial Child Care Licensing Portal and obtain a *Child Care Participant Number (CCPN)*;
- b. Confirm eligibility for government funding and subsidy; and
- c. Meet licensing, audit, and reporting requirements under the *Early Learning and Child Care Act* and related regulations.

### **2. Information Collected**

For each child registered in our program, we will collect the following information:

- a. Child’s full legal name and date of birth
- b. Parent(s)/guardian(s) full legal names, contact information, and relationship to the child
- c. Child’s enrolment and attendance details
- d. Verification documents, including:
  - i. Birth certificate (to confirm child’s identity and parent/guardian relationship)
  - ii. Court orders or custody documents (if applicable)
  - iii. Government-issued photo identification of the parent/guardian providing consent

### **3. Use and Disclosure of Information**

Personal information collected is used only for:

- a. Registration and reporting through the Alberta Child Care Licensing Portal;
- b. Administration of grants, subsidies, and licensing compliance; and
- c. Audit and verification by the Government of Alberta, as required by law.

Personal information may be disclosed to:

- a. The Government of Alberta for funding verification, licensing, and compliance audits; and
- b. Authorized staff or auditors conducting reviews under the *Early Learning and Child Care Act*.

We will not use or disclose your personal information for any other purpose without your written consent unless required or authorized by law.

### **4. Parental/Guardian Consent**

#### **A. Consent to Examine Birth Certificate**

I/We understand that the Playschool is required to physically and visually inspect the birth certificate of my/our child to establish parenthood for Government of Alberta subsidy and licensing purposes. I/We also understand that the Government of Alberta reserves the right to request information to verify the identity of my/our child. By signing below, I/we consent to the Playschool examining my/our child’s birth certificate for the purposes stated above.

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**B. Consent for Collection, Use, and Sharing of Personal Information (PIPA & FOIP)**

I/We understand that the Playschool must obtain consent for collecting, using, and sharing personal information related to my/our child and our family. I/We acknowledge that the Playschool will share required information with the Government of Alberta through the Child Care Licensing Portal for purposes of registration, grant reporting, and subsidy administration. I/We confirm that I/we have been informed of the information shared with the Government upon registration and that the Playschool will maintain privacy practices that comply with the Personal Information Protection Act (PIPA) and the Freedom of Information and Protection of Privacy Act (FOIP). By signing below, I/we authorize the Playschool to collect, use, and share personal information concerning my/our child and our family as required by law and for the administration of child care services, grant reporting, and subsidy programs.

**C. Storage of Documentation for Audit Purposes**

I/We understand that the Playschool is required to securely store personal information, including documentation such as birth certificates and evidence of authority to give consent for each child. This information will be maintained in a secure location and may be made available to the Government of Alberta for compliance verification and audit purposes.

**D. Review of Parent/Guardian Identification**

I/We understand that the Playschool must physically and visually inspect my/our government-issued identification to confirm that I/we are 18 years of age or older when providing consent. I/We acknowledge that while my/our identification will be reviewed, the Playschool is not required to collect or retain copies of my/our identification unless specifically required for audit verification.

**E. Storage and Retention**

All records, including copies of identification and birth certificates, are stored securely at our principal place of business in locked and access-controlled systems. Documents will be retained for the minimum period required under provincial grant and licensing audit guidelines, after which they will be securely destroyed.

**I understand that my consent is valid for the current program year and must be renewed annually.**

*[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY, SIGNATURE PAGE FOLLOWS]*

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I, \_\_\_\_\_, (Print full legal name of parent or guardian)  
of \_\_\_\_\_, (Address),  
\_\_\_\_\_ (phone number and  
email)

am the [ ] parent / [ ] legal guardian of the child named below:

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Parent/Guardian Signature(s):** \_\_\_\_\_

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

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**INTERNAL USE:**

*To be completed and signed by staff upon review of documentation.*

For each enrolled child, confirm that the following items have been visually inspected and verified:

- Child's birth certificate (verified and copied)
- Parent/guardian government-issued photo ID (verified for age 18+ and authority to consent)
- Court order or custody documentation (if applicable)
- Consent form signed and dated by parent/guardian
- All documentation stored securely in child's file

If the child's birth certificate is issued in a language other than English, verification may be completed by a staff or board member fluent in that language, who shall attest that the document has been reviewed and the information confirmed.

**Verified by (Staff Member):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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