

# Licensee Background Check Verification Declaration Child Care Centres and Nursery Schools

In accordance with section 7 (12.2) and 20(2.1) Child Care Regulation 62/86 made under The Community Child Care Standards Act, the Director of Child Care Services and Manitoba Early Learning and Child Care requires the Licensee to verify that all background checks and required documents obtained for a new employee or nursery school parent volunteer in ratio, as per regulation 7 (12) or 20(2) have been **examined** by the licensee and **do not contain notice of a criminal conviction, charge, pardon, record suspension, registration on the Child Abuse Registry and there has been no disclosure made of any outstanding charge or criminal conviction.**

**Employee/Volunteer's Information:**☐ Only check box if declaration is for a casual substitute (do not list this employee on RCCE)**Employee/Volunteer's Full and Complete Legal Name:**\_\_\_\_\_  
(Last name)\_\_\_\_\_  
(First name)\_\_\_\_\_  
(Middle name)**Any Previous Legal Names Used by the Employee/Volunteer (for example, name at birth):**\_\_\_\_\_  
(Last name)\_\_\_\_\_  
(First name)\_\_\_\_\_  
(Middle name)\_\_\_\_\_  
(Last name)\_\_\_\_\_  
(First name)\_\_\_\_\_  
(Middle name)

Employee/Volunteer's

Date of Birth:

\_\_\_\_\_  
Year / Month / Day

Gender:

☐

Female

☐

Male

\_\_\_\_\_  
Employee/Volunteer's Current Address (include city/town and postal code):\_\_\_\_\_  
Employee/Volunteer's Previous Address (if current address is less than two years):**Facility Information**

Facility Name:

Facility

Number:

Facility Address:

Name of Licensee or Licensee's Designate: \_\_\_\_\_

**Freedom of Information and Protection of Privacy Act (FIPPA)**

The personal information identified in this form is collected by the child care facility, the Director of Child Care Services (or designate) and/or Manitoba Early Learning and Child Care (MELCC) under the authority of *The Community Child Care Standards Act*. This information is protected under FIPPA and the personal information being collected, used and disclosed is the minimum amount of information necessary to fulfil the legislative requirements imposed on child care facilities and the Director of Child Care Services / MELCC. If you have any questions about the collection, use or disclosure of this information, please contact MELCC as noted above.

## Declaration

I, \_\_\_\_\_, am the licensee of the above-noted facility or its designate and do hereby verify and confirm that, in accordance with section 7 or 20 of the Child Care Regulation 62/86 made under *The Community Child Care Standards Act*, the licensee has collected and examined for the employee/volunteer identified above the following documents:

- a) a criminal record check that includes a vulnerable sector search check dated within three month before the date
  - (i) of the person's application for employment, or
  - (ii) the person becomes, or is approved by the licensee to be a nursery school volunteer;
- b) a child abuse registry check dated within three month before the date
  - (iii) of the person's application for employment, or
  - (iv) the person becomes, or is approved by the licensee to be a nursery school volunteer; and
- c) a criminal history disclosure statement.

I further confirm that I have examined each of these documents and do declare and verify that:

- no criminal conviction, charge, pardon or record suspension is identified in the documents;
- no registration on the child abuse registry is indicated in the documents; and
- this employee/volunteer has indicated in the Criminal History Disclosure Statement that there has been no conviction of a criminal offence within the last six (6) months and that there are no outstanding criminal charges against the employee/volunteer.

I understand that the licensee must keep the documents on the person's personnel record for as long as the person works or volunteers at the child care centre and must be able to produce these documents at any time for review by the child care co-ordinator or Manitoba Early Learning and Child Care designate.

By signing below, I declare that the information provided in this form and any attachments is a true and complete. I understand that if I have made a false statement in this Declaration it could result in further licensing action by Manitoba Early Learning and Child Care.

\_\_\_\_\_  
Licensee or Designate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

### FOR MELCC USE ONLY:

Main site: \_\_\_\_\_ Facility Number: \_\_\_\_\_

- ☐ RCCE
- ☐ Classified