



Governance Review: Commercial operators

Commercial Child Care Operator Review Form

1. Please indicate the type of business structure that represents your child care organization: sole proprietorships, partnerships or corporation.

Sole proprietor

Provide the full name of the sole proprietor/owner of the business

Partnership

Provide the full names of the partners/owner of the business

Corporation

- Incorporated under the Federal Business Corporation Act?
 Yes No
- Is the business incorporated under the Ontario Business Corporation Act?
 Yes No
- Provide the established owner(s) of the business identified on the articles of incorporation.

- Who are the shareholder(s) of the co-operation?

- Explain the decision-making process for the co-operation.

- Provide the frequency of your shareholder meetings? _____
- Provide the date of your last shareholder's meeting? _____

Property Asset Ownership

2. Is the child care property owned or rented?
3. If the property is owned by the child care owner, is it paid in full?

Yes No

Established practice

- Submit a copy of your mission statement with this form.
4. A written protocol and procedures for interactions between owner/operator and staff must be established.

A copy of this written policy and/or procedure was submitted with the Policy and Procedure review.

Yes No

If no, please attach a copy to this submission.

5. Where owner/operator is not in the role of supervisor, Policies and Procedures are established that monitor the supervisor. Expectations regarding hiring, firing and performance of employees and volunteers should be included in policy and written procedures.

A copy of this written policy and/or procedure was submitted with the Policy and Procedure review.

Yes No

If no, please attach a copy to this submission.

Sale of Operation

The operator is aware that service agreements are not transferrable. This includes situations where the sale of shares occurs in an incorporated organization. If the established owner(s) of the business identified on the articles of incorporation are changed to reflect new management, then a sale of the operation has occurred and the Region must receive a minimum of 30 days written notice of the sale. New placements will not be made during this time.

The operator/owner is aware that the new owner(s)/operator(s) must submit an application to the Children's Services Division. The Regional Municipality of Durham, Children's Services Division will review the application of the new owner/operator for eligibility. The application may be approved or denied based on the application review process that is inclusive of community data and analysis.

Two signatures of official signing authorities are required on this form.

By signing below, I attest that the information provided above is true and accurate.

Owner/Operator - Signature

Owner/Operator Name
(Please print)

Date

Owner/Operator - Signature

Owner/Operator Name
(Please print)

Date

Children's Services Division Use Only

Comments: _____

Items enclosed: _____

Date received: _____ Reviewed By: _____