



**North Shore
Community Resources**

Connecting You to Community Services!

**The North Shore Child Care Resource & Referral Program
Child Care Substitute Service**

North Shore Community Resources, Child Care Resource & Referral Program (NSCR, CCRR) offers a child care substitute service. This service is free of charge. It is the responsibility of the child care centre or individual employing the substitute to do the required screening and collect any required documentation.

NSCR, CCRR provides a list of substitutes that is updated on a regular basis. A potential substitute will complete an information sheet and will be expected to show a prospective employer the necessary documentation to work in a child care centre. Our office will not be checking or keeping screening documents on file.

If you would like to be listed as a substitute, please come into our office and fill in a form for the Child Care Substitute List. The form will be kept in a binder for 6 months and you will receive a copy for your reference. It is up to the substitute to come into the office to renew the listing or to advise the office to remove them from the List.

If you are a child care centre needing to employ a substitute, our staff will be able to give out the current list of names and basic information for the substitutes by phone, fax, or e-mail.

The number and credentials of substitutes on our list varies from time to time. However, we hope this service is helpful to the child care operators in our community.

February 5, 2009

