

ROUTINELY DISCLOSED RECORDS/INFORMATION

Activity	Type of Records/Information Routinely Disclosed	How are records released (i.e. Phone, Fax, Web, in person, etc)	Comments
Executive Administration	General inquiries regarding child care subsidy and services provided by Children's Services received from clients, families, community, politicians, and the general public	-web site, telephone	- other issues concerning child care are often referred to the Ombudsperson or respective units/sections, MCCS, MCYS, District Operations, Service Planning. Other detailed personal information about clients are referred to MFIPPA
Program Administration – Operational Effectiveness	Child Care Advisory Minutes Best Start Minutes Division Reports Council Reports Research Reports	- web site	
Service Planning	2001 Census Data Service Plan for Child Care Summary information on: - Licensed child care centres by auspice, school based or community based, purchase of service status - Licensed child care spaces by auspice, school based or community based, purchase of service status	- web site	- information available on the web site in various formats and reports

CHILDREN'S SERVICES—ROUTINELY DISCLOSED RECORDS/INFORMATION

Activity	Type of Records/Information Routinely Disclosed	How are records released (i.e. Phone, Fax, Web, in person, etc)	Comments
Budget & Financial Services	- Orientation Information for New Operators	- in person, Canada Post, web site, fax	
Broad Operational Support	Child Care budget guidelines and forms: Budget Submission and User Guidelines for child care centre, home child care agency, family resources program, special needs resource programs and summer day program Business Cycle for Agencies under Service Contract Service Contract, Amendment to Service Contract, Contract Schedules Funding paid to agencies through the City Financial Management Criteria Serious Occurrence Summary Information	- web site, hard copy, disk - hard copy, web site - hard copy - hard copy - web site, hard copy - hard copy	Sent to those inquiring or to service providers when entering into a purchase of service agreement. To service providers, or those inquiring To service providers, or anyone inquiring Provided to requestor
Broad Operational Support continued...	Inquiries by Contractors and Purchase of Service Centres about CAS Standards - Playgrounds, Design Guidelines Inquiries regarding Child Care Capital Fund Reserve	- in person, phone, email	Referred to Province
District Offices - Program Admin.	Policy information for Parents – subsidized Child Care – A Parent's Guide Service Provider Visit Reports City of Toronto's Operating Criteria Occupancy Agreements Registry information * Summary information on: - Subsidized Waiting list	- in person, Canada Post, web site - in person, Canada Post - web site - Canada Post, fax - Canada Post, web site - web site	*Registry information including name, address, phone, supervisor, web site, contact, licensed spaces, vacancies, general services, building name, mapped location, subsidy availability, subsidy waiting list for all

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	Program Registry Philosophy Statement Mission Statement Declaration of Vision and Values Weekly Program Plans	Web site, on location Posted on location	