

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 –	Child Care Advisory Minutes	- web site	
Operational Effectiveness	Best Start Minutes		
	Division Reports		
	Council Reports		
	Research Reports		
Service Planning	2001 Census Data	- web site	
	Service Plan for Child Care		
	Summary information on:		- information available on the web site in
	- Licensed child care centres by auspice, school based		various formats and reports
	or community based, purchase of service status		
	- Licensed child care spaces by auspice, school based		
	or community based, purchase of service status		

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	- web site, hard copy, disk			
	Business Cycle for Agencies under Service Contract	- hard copy, web site			
	Service Contract, Amendment to Service Contract, Contract Schedules	- hard copy	Sent to those inquiring or to service providers when entering into a purchase of service agreement.		
	Funding paid to agencies through the City	- hard copy	To service providers, or those inquiring		
	Financial Management Criteria	- web site, hard copy	To service providers, or anyone inquiring		
	Serious Occurrence Summary Information	- hard copy	Provided to requestor		
Broad Operational Support continued	Inquiries by Contractors and Purchase of Service Centres about CAS Standards - Playgrounds, Design Guidelines		Referred to Province		
	Inquiries regarding Child Care Capital Fund Reserve	- in person, phone, email			
District Offices - Program Admin.	Policy information for Parents – subsidized Child Care – A Parent's Guide Service Provider Visit Reports	- in person, Canada Post, web site - in person, Canada Post			
	City of Toronto's Operating Criteria	- web site	*Registry information including name,		
	Occupancy Agreements	- Canada Post, fax	address, phone, supervisor, web site,		
	Registry information *	- Canada Post, web site	contact, licensed spaces, vacancies, general		
	Summary information on:	- web site	services, building name, mapped location,		
	- Subsidized Waiting list		subsidy availability, subsidy waiting list for all		

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	Routinely Biodiocou	Thene, rax, rres, in person, etcy	
	- Ontario Works enrolment		licensed child care centres, and includes
	- Child Care vacancies (for Purchase of Services		Municipal child care programs, Francophone
	centres only)		& Aboriginal programs. This information is
	- Subsidy enrolment		available in various formats and reports.
D: 4 : 4 Off: 0 : 1	- Subsidy spaces by age group, auspice	. ,	
District Offices -Special	1. Program Visit Reports	- in person, fax	
Needs Resourcing	Resource Consultant Caseload listings Training Color to the consultant Caseload listings	- in person, email, fax	
	3. Training Calendar	- Canada Post, web site	
	4. Job Descriptions	- Canada Post, in person, email, fax	* and all and Decision information
Municipal Child Care	Special Needs Agency contact information *	- web site	* see above Registry information
Municipal Child Care	-Written Overview of: Programming, Staff, Parental and	web site, Phone, Brochures	
Program (MCCS)	Community Involvement, Quality of Care and Assurance of Quality in MCCS centres		
	Range of Child Care options provided by MCCS ie.		
	Child Care Centres and Home Child Care		
	-Program Overview of all 57 MCCS Child Care Centres		
	including current vacancies by age group		
Municipal Home Child	Program services by ward	Web site, Phone, Canada Post	
Care	Parent Handbook program information	Trob olo, i fiorio, bariada i bot	
	Applications for potential providers		
	Program information for potential providers		
Municipal Home Child	Provider Handbook		
Care continued	Provider contact information for parents who are		
	interested in establishing H.C.C. arrangement.		
	Home providers – street name and associated agency	Web site	
	only		
	Home child are agency: address, phone, supervisor,		
	web site, contact		* see Registry information above
	- Registry information see Comments*		
Municipal Child Care	Policies and Procedures	Copies posted and displayed in all child	-Description/Explanation provided in person
Centres	Fee Information	care centres, information released by	during child care centre visit/tour
	Statutory Holidays recognized by MCCS Centres	phone upon inquiry ie. Fee information,	
	Anti Racism Policy	hard copy available	
	Toronto Children's Charter		

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Activity	Type of Records/Information Routinely Disclosed	How are records released (i.e. Phone, Fax, Web, in person, etc)	Comments
	Program Registry Philosophy Statement Mission Statement	Web site, on location	
	Declaration of Vision and Values	Posted on location	