

REQUIRED DOCUMENTATION AND TRAININGS

The following listed documents and trainings will be needed in order for Short Term Child Care staff to process your online application.

LIST OF DOCUMENTS REQUIRED

Application for Short Term Child Care which includes your CV & 2 references pertinent to working with children

Police Record Check with Vulnerable Sector completed within the past 6 months OR City of Ottawa receipt while waiting for completion

*Confirmation of immunization or immunity to MMR - mumps, measles & rubella and TDP - Tetanus, Diphtheria & Pertussis * Date for Tetanus must be within the last 10 years**

If not exempted from AFCCS policies, a negative TB - Tuberculosis OR Mantoux test

Valid Standard First Aid/CPR training certificate - Level C from a WSIB approved provider

ECE certificate, RECE, other recognized certificates or degrees

LIST OF TRAININGS REQUIRED

WHMIS - Workplace Hazardous Material Information System

AODA Certificate - Accessibility Standards for Customer Service Training

Occupational Health & Safety Awareness Training Certificate

Andrew Fleck Child Care Services (AFCCS) Policy Quiz & Licensing Quiz

