



The Caregiver Program

The Caregiver Program allows professional caregivers to work in Canada. Caregivers are individuals who are qualified to work without supervision in a private household providing care for **children, elderly persons or people who have disabilities**. An employer cannot share a caregiver with another family. Since November 2014, the nanny does not have the obligation to be live-in.

Since April 1 2011, all employers who wish to hire a caregiver must submit their Notice of Assessment from the Canada Revenue Agency (CRA). Also, they have to provide the birth certificates of their children and/or a medical note confirming the pregnancy and due date of the child. A description of the bedroom of the caregiver must be submitted. They will need to apply for a business number with the CRA in order to become an employer.

Please provide us with the following information:

FAMILIES WITH CHILDREN

Address_____

Name of Parent #1_____

Occupation and place of work_____

Name of Parent #2_____

Occupation and place of work_____

Phone numbers: House_____ Mobile Parent #1_____

Mobile Parent #2_____ Other_____

Name child 1/Age/Date of birth_____

Name child 2/Age/Date of birth_____

Name of child 3/Age/date of birth_____

Name of child 4/Age/Date of birth_____

If the mother is pregnant, due date_____

ELDERLY PERSONS OR PEOPLE WITH DISABILITIES

Name_____

Age/Date of birth_____

Medical condition_____

(A Medical Disability Certificate may be required by Service Canada)

Schedule of work (days/hours)_____

Description of facilities for the caregiver_____

Total number of rooms in the house_____ Number of bedrooms_____

Do you presently have a caregiver/housekeeper?_____ Immigration status_____

Is your family revenue exceeding \$75 000/year?_____

By signing a contract of employment with a live-in caregiver, you agree to abide by the following terms:

- ❖ To answer by phone the questions from Service Canada, regarding your needs and the contract signed by you and the caregiver. If the agent leaves you a message, you must call him back without delay;
- ❖ To place three adds on employment sites with Regency Nannies Services Inc. in order to try to find a candidate locally;
- ❖ To provide the caregiver with decent living condition, including meals and a private room that is adequately furnished, heated ventilated and with a lock. The caregiver must live with you, the employer, or in the household where care is provided;
- ❖ The caregiver must work in your home and be employed on a full-time basis;
- ❖ To pay for the caregiver's health insurance at no cost to the caregiver until she becomes eligible for provincial health insurance (RAMQ);
- ❖ To provide a house key;
- ❖ To facilitate access to French courses, outside of normal working hours;
- ❖ To submit all deductions at source;
- ❖ To abide by all terms of the *Act Respecting Labor Standards* (wages, holidays, vacations, keep records of hours, etc.); and
- ❖ If necessary, to provide your proof of income (T4, notice of assessment, etc.) to the Canadian embassy and to complete a form about your family situation (age of the children, details concerning your job, your needs, etc.).

What's next?

- ❖ Service Canada will call you to discuss your family situation and your needs.
- ❖ You will receive by mail a letter from Service Canada confirming whether your application was approved or denied. Such document is a Labor market opinion. You must give a copy of such letter to us and to the caregiver upon reception.
- ❖ If the caregiver is already in Canada, she will apply to Citizenship and Immigration Canada for a work permit. A caregiver cannot work legally without a valid work permit.
- ❖ If the caregiver is abroad, we will assist her in applying for a Certificate of acceptance in Quebec and later on for the work permit.

AND WE HAVE SIGNED THIS _____(day)_____ (month)_____ (year)

Employer 1

Employer 2