



CHILDREN'S COMMUNITY  
NETWORK

RÉSEAU COMMUNAUTAIRE  
POUR ENFANTS

BINOÓJIIH  
NAADMAAGEWZOWIN

## RESPITE SERVICES

### Registering a Private Respite Provider

Families may feel more comfortable hiring an individual they are already familiar with to provide respite care, as opposed to working with a provider from our registry. In order to register a private respite provider\* to work with your child, the following steps must be completed:

1. The respite provider must be at least 18 years of age and cannot be the parent/guardian/caregiver of the child receiving respite.
2. The provider must request a Level 3 (Vulnerable Sector) Criminal Record Check from their local police station. Individuals in Greater Sudbury may apply for their criminal record check online through the GSPS website. The criminal record check must be Negative and current within 6 months. *Please note that we are unable to accept criminal record checks from third party websites, such as MyCRC, Avioo, and Triton, as they do not include the Vulnerable Sector screen.*
3. The completed criminal record check must be delivered, mailed, faxed or emailed to the administrative assistant or Respite Resource Coordinator:

319 Lasalle Blvd, Unit 2, Sudbury, ON P3A 1W7

407 Centre St, Unit 1, Espanola, ON P5E 1J5

15 Manitowaning Road, P.O. Box 269, Little Current, ON P0P 1K0

Email: [respite@ccnsudbury.on.ca](mailto:respite@ccnsudbury.on.ca)

Fax: 705-521-7376

4. Once received, the administrative assistant will confirm receipt with you. *Please note that we are unable to reimburse for any hours worked prior to our office confirming receipt of the negative criminal record check.*
5. The administrative assistant will send you a **Private Arrangements Waiver**. You will be required to sign this waiver, confirming that your worker is unscreened and that you accept full responsibility and liability for ensuring the child's health, safety and well-being while they are in the care of your chosen respite provider.
6. The signed waiver must be delivered, mailed, faxed or emailed to the administrative assistant or Respite Resource Coordinator in the same manner listed above. *Please note that we are unable to process any invoices submitted for your private provider until we have received the signed waiver.*

\*A private respite provider, who registers to work with a specific family, will not have their information shared with other families unless they choose to complete the full CHAP Provider Registration process.

☒ SudburyRegion  
319 Lasalle Blvd, Unit 2  
Sudbury, ON P3A 1W7  
(705) 566-1364  
(705) 521-7376

... Espanola  
407 Centre St., Unit  
Espanola, ON P5E 1J5  
(705) 869-4145  
(705) 869-3358

... Manitoulin Island  
15 Manitowaning Road  
Box 269  
Little Current, ON P0P 1K0  
(705) 368-0220  
(705) 368-3320

...Chapleau  
319 Lasalle Blvd, Unit 2  
Sudbury, ON P3A 1W7  
1-877-272-4336  
(705) 521-7376

Toll free: 1-877-272-4336