



Service Provider Registration Form

Revised April 2016.

Business Name: <small>(leave blank if you do not have a business)</small>		Contact Person:
To which name shall we make cheques payable?		
Mailing Address:		
Phone:	Email address:	
Website:		
What shall we list in our online directory? <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Website <small>(See our service provider directory at www.creativekidssask.ca/service-providers)</small>		
Creative Kids relies on donations, sponsorships and fundraisers to provide funds to our applicants. We announce fundraising initiatives occasionally via email. Would you like to receive these communications? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Program Information (Please attach any brochures, cards, etc. you may have regarding your programs)

What types of activities do you offer? _____

How long have you been in business? _____

What are your current fees? _____

Are you a member of any professional associations? (Please list) _____

Please provide two references of families who participated in your past programs/activities/lessons:

Name:	Phone:
Name:	Phone:

All service providers who receive funds for individual participants must agree to:

- Acknowledge the confidential nature of the program and treat Creative Kids-funded participants with the same respect as other students;
- Report low attendance and cancellations of funded students to your local Creative Kids committee; and
- Return any unused funds for participants who withdraw from lessons.

More on next page



Criminal Record Checks

Creative Kids can only pay service providers that have registered with us and have submitted a criminal record check. Choose the one category that best describes you:

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1. **Non-profit volunteer:** You administer the program as a volunteer for a non-profit, perhaps as one of the board of directors. You may hire instructors for the program but don't instruct the children yourself. (Examples: a dance club or association, some summer music and art camps)

What we need from you:

- Attach an original, recent (45 days old or newer) criminal record check with the vulnerable sector check from each of your main instructors. At most we will ask for another in 5 years.
- We don't need record checks from assistant instructors, instructors under 17 years old, or non-instructor staff/volunteers (janitorial, registrations, accountant).
 - We don't need a criminal record check from you or any of the non-profit's board of directors.

I, _____, (printed name of contact person), declare that the organization will ask main instructors hired to teach children in the future for criminal record checks with the vulnerable sector check.

Signed (name and title)

Date

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2. **Non-profit staff:** You administer the program for a non-profit and may hire instructors for the program but don't instruct the children yourself. (Examples: a town-run arts program, museum and art gallery activities, some summer music and art camps)

What we need from you:

- If the non-profit doesn't already require record checks from main instructors, we ask that the non-profit requests them now from your current main instructors and for future hires that instruct children.
- You don't need to send these record checks to Creative Kids but we may ask to see them.
- Record checks aren't needed from you (as administrator), any of the assistant instructors or other staff. Just the signed declaration:

I, _____, (printed name of contact person), declare that the organization received criminal record checks with the vulnerable sector check from our main instructors when hired and incidents listed on these record checks (if any) have been disclosed to Creative Kids. The organization will ask main instructors hired to teach children in the future for criminal record checks with the vulnerable sector check.

Signed (name and title)

Date

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- 3. **Individual instructor:** You are the only instructor for this program. You don't hire any additional instructors. You might have the occasional substitute or assistant. (Examples: a piano teacher offering lessons from home, or an art instructor teaching group lessons at a school)

What we need from you:

- Attach your original, recent (45 days-old or less) criminal record check with vulnerable sector check to this registration form. At most we will ask for another in 5 years.
 - If you partner with another instructor (a spouse, for instance) attach both of your record checks.
 - We do not need record checks from any assistants or substitute instructors you may have.

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- 4. **Owner or Director:** You are the owner or director of a program or studio and are one of the main instructors. Your program has other main instructors as well (hired or volunteer). (Example: most dance studios, some art studios, some drama programs)

What we need from you:

- Attach your original, recent (45 days-old or less) criminal record check with vulnerable sector check to this registration form. At most we will ask for another in 5 years.
 - If the studio doesn't already require record checks from main instructors, we ask that you request them now from your current main instructors and for future hires that instruct children.
 - You don't need to send these instructors' record checks to Creative Kids but we may ask to see them.
 - We don't need record checks from assistant instructors, instructors under 17 years old, or non-instructor staff/volunteers (janitorial, registrations, accountant).

I, _____, (printed name of contact person), declare that the organization received criminal record checks with the vulnerable sector check from our main instructors when hired and incidents listed on these record checks (if any) have been disclosed to Creative Kids. The organization will ask main instructors hired to teach children in the future for criminal record checks with the vulnerable sector check.

Signed (name and title)

Date

***Criminal record checks must include the Vulnerable Sector Check** and be received by Creative Kids **within 45 days** of being issued. Only **original** record checks (not copies or facsimiles) are accepted.

Please mail record checks to:

Creative Kids Saskatchewan, 404 – 2125 11th Avenue, Regina, SK S4P 3X3

Questions? Give us a call at (306) 780-9469 or email sbauche@saskculture.ca.