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## Becoming a parent

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## Foreword

Services Québec is delighted to present *From Tiny Tot to Toddler, Practical guide for parents from pregnancy to age two*, a guide designed to give parents the most comprehensive information on the important stage of family life marked by the arrival of a child. The “Becoming a parent” section of this guide provides general information on the government programs and services available to parents.

If after reading the “Becoming a parent” section, you have questions regarding the programs and services mentioned, go to [www.servicesquebec.gouv.qc.ca](http://www.servicesquebec.gouv.qc.ca), or feel free to call Services Québec at 418 644-4545 (Québec City area), 514 644-4545 (Montréal area) or 1 877 644-4545 (elsewhere in Québec), or visit a Services Québec office near you.

For information on Government of Canada programs, call Service Canada at 1 800 622-6232.

Services Québec wishes to thank all those involved for their assistance in updating the “Becoming a parent” section.

Happy reading!

## Parental leave

### Leave granted under the *Act respecting labour standards*

Unionized employees should check the clauses in their collective agreements dealing with leave. You should also refer to the section on the Québec Parental Insurance Plan because some unpaid leave specified by the *Act respecting labour standards* is now paid under the provisions of this plan.

### Leave granted for medical examinations related to pregnancy

An employee may be absent from work, without pay, for medical examinations related to her pregnancy. She must notify her employer as soon as possible of the time she will be away.

### Maternity leave

Generally speaking, Québec employees are entitled to the maternity leave provided for under the *Act respecting labour standards*.



## Leave period

- Maternity leave may last no more than 18 consecutive weeks without pay.
- If the employee requests it, the employer can grant longer maternity leave.
- Maternity leave may not start before the beginning of the 16<sup>th</sup> week before the anticipated date of delivery.

Provisions also stipulate that the employee may be absent in certain cases, for example:

- When there is a danger of interruption of the pregnancy or a danger to the health of the mother or the unborn child because of the pregnancy
- When the pregnancy is interrupted before the start of the 20<sup>th</sup> week preceding the anticipated date of delivery
- When the pregnancy is interrupted as of the 20<sup>th</sup> week
- When the mother's or the child's state of health requires it

Three weeks before her departure, or less if her state of health forces her to leave sooner, the worker must provide her employer with a written notice indicating the date on which her maternity leave will begin and the anticipated date of her return to work.

The notice must be accompanied by a medical certificate attesting to the pregnancy and the anticipated date of delivery. A written report signed by a midwife may be substituted for the medical certificate.

At the end of the maternity leave, the employer must reinstate the employee to her usual position and give her the salary and benefits to which she would have been entitled had she remained at work.

## Spousal leave upon the birth or adoption of a child

An employee may be absent from work for five days upon the birth or adoption of a child, or when the pregnancy is interrupted as of the 20<sup>th</sup> week. The first two days of absence are paid if the employee has accumulated at least 60 days of service. The employee

must notify the employer of their absence as soon as possible. Since January 1, 2006, a person who adopts the child of his or her spouse has also been entitled to this leave.

This leave may be taken one day at a time if the employee so requests, but it may be taken no later than 15 days after the child's arrival at the residence of the father or mother, or the interruption of the pregnancy.

### **Paternity leave**

When the Québec Parental Insurance Plan came into effect on January 1, 2006, so too did a provision of the *Act respecting labour standards*: employees are entitled to five consecutive weeks of unpaid paternity leave. They may also receive the allowance provided by the Québec Parental Insurance Plan. Paternity leave may not be transferred to the mother or divided between the father and mother. It is in addition to the five days of leave (two paid) mentioned in the section above. It may be taken at any time but may not begin before the week the child is born and must end no later than 52 weeks after birth.

For example, Paul's spouse gives birth on Wednesday, February 11, 2009. Paul is entitled to five days of leave (two paid) starting on February 11, 2009, although he is not required to take the three days of unpaid leave. Then Paul's spouse, who took an 18 week maternity leave ending on Wednesday, June 3, 2009, takes 32 consecutive weeks of parental leave (she is entitled to 52 weeks, as is Paul, but under the Québec Parental Insurance Plan, the allowance is paid for a maximum of 32 weeks, to be divided between the spouses). They agreed that Paul would take the five-week paternity leave to which he is entitled starting on June 3, 2009. This leave, for which he is entitled to an allowance equal to 70% of his average gross weekly salary under the Québec Parental Insurance Plan, will end on July 8, 2009, or within the timeframe specified by the *Act respecting labour standards* (paternity leave must end no later than 52 weeks after the birth of the child).

## Parental leave

The mother and father of a newborn child as well as anyone who adopts a child are entitled to parental leave without pay for up to 52 consecutive weeks. This is in addition to maternity leave, which lasts a maximum of 18 weeks or, in the case of the father, to the five-week paternity leave that came into effect on January 1, 2006. Parental leave may be paid according to the terms of the Québec Parental Insurance Plan and, according to the terms of this plan, divided between the father and mother.

Since January 1, 2006, anyone who adopts the child of his or her spouse has been entitled to parental leave and to the allowance provided.

Parental leave may not begin prior to the week in which the child is born or the week the child is entrusted to the employee's care in the case of adoption. It can also begin the week that the employee leaves work in order to travel outside Québec to pick up the child. Parental leave ends no later than 70 weeks after the birth of the child or 70 weeks after the child is entrusted to the employee's care in the case of adoption.

To take parental leave, employees must give their employer at least three weeks notice, indicating the date on which the leave will begin and the date on which they will return to work. Notice may be shorter in certain cases.

At the end of parental leave, the employer must allow employees to return to their usual positions at the same salary and with the same benefits to which they would have been entitled had they remained at work. If the position has been eliminated, the employee retains the same rights and privileges as if he or she had not taken leave.

However, these provisions must not give the employee an advantage he or she would not have had if he or she had not taken leave. Furthermore, the employee's participation in group insurance and retirement plans must not be affected by his or her absence, provided he or she regularly makes the contributions required under the plans and the employer pays its share.

## Unexpected events

If an unexpected event (e.g., a child becomes ill or is hospitalized, or an employee becomes ill or is injured in an accident) occurs during maternity leave, parental leave or (since January 1, 2006) paternity leave, the leave may be split up or suspended, with some restrictions. If such an event happens, contact Commission des normes du travail for information on your rights.

For more information, contact  
Commission des normes du travail (CNT):

- [www.cnt.gouv.qc.ca](http://www.cnt.gouv.qc.ca)
- Montréal area: 514 873-7061
- Elsewhere in Québec: 1 800 265-1414
- Teletypewriter (see page 622)

## Financial assistance

### Tax credit for infertility treatment

Individuals may apply for a refundable tax credit for artificial insemination or in vitro fertilization fees. The credit is equal to 50% of all fees eligible for the credit and may not exceed \$10,000 per year. To apply for the tax credit, you must attach the duly completed form and supporting documents to your tax return.

For more information, contact the Revenu Québec office in your area or visit the Revenu Québec website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca).

## Québec Parental Insurance Plan

### A concrete way to strike a better balance between work and family

The Québec Parental Insurance Plan (QPIP) issues benefits to all eligible salaried or self-employed workers who take maternity, paternity, parental or adoption leave. As of January 1, 2006, it replaced the maternity, parental and adoption benefits available to new parents in Québec under the federal employment insurance plan.

The QPIP is an income replacement plan, which means you must have earned employment or business income in order to be eligible.

### Advantages of the QPIP

With the QPIP, Québec families enjoy a more generous, more flexible and more accessible plan — in short, a plan that's better adapted to their actual needs.

### More generous

The maximum insurable income taken into account when calculating the amount of benefits was \$62,000 in 2009. This income is indexed every year on January 1 based on the rate set by the Commission de la santé et de la sécurité du travail. Benefits may cover as much as 75% of the recipient's average weekly income.

### More flexible

The QPIP offers a choice of two options — the basic or special plan — that differ in terms of the duration of leave and the percentage of income replaced. This makes it possible to receive lower benefits for a longer period of time or higher benefits for a shorter period. Benefits are payable starting on the first day of eligibility.

### More accessible

Both salaried and self-employed workers may be eligible.

Farmers with a salaried job on or off the farm who hold shares in a farming outfit may be eligible.

The minimum insurable income taken into account when calculating the amount of benefits is \$2,000, regardless of the number of hours worked.

In addition, paternity benefits are available exclusively for new fathers.

### Eligibility

To be eligible for the Québec Parental Insurance Plan, you must:

- Be the parent of a child born or adopted on or after January 1, 2006

and

- Contribute to the QPIP.

If you are a salaried worker, you must also:

- Reside in Québec at the start of the benefit period
- Have an insurable income of at least \$2,000 in the reference period, regardless of the number of hours worked
- Have stopped working or seen a drop of at least 40% in your usual weekly earnings

If you are a self-employed worker, you must also

- Reside in Québec at the start of the benefit period and have resided in Québec on December 31 of the year prior to the benefit period start date
- Have had an insurable income of at least \$2,000 in the reference period
- Have stopped your business activities or reduced the time spent on business activities by at least 40%

If you are both a salaried and self-employed worker, you must also

- Reside in Québec at the start of the benefit period and have resided in Québec on December 31 of the year prior to the benefit period start date
- Have had an insurable income of at least \$2,000 in the reference period
- Have stopped your business activities or reduced the time spent on business activities by at least 40% and stopped working or seen a drop of at least 40% in your usual weekly earnings

### **Benefits**

Four types of benefits are available under the QPIP: maternity benefits for the mother only, paternity benefits for the father only, parental benefits both parents can share, and adoption benefits both parents can share.

Parents must choose between two options: the basic plan or the special plan. They must then decide on the length of leave and their income replacement rate.

The first parent to receive benefits determines the choice of plan. This choice cannot be changed. Consequently, one parent's choice affects the other, even in the case of shared custody.

The following table indicates the maximum number of benefit weeks and the percentage of average weekly income for each type of benefit under each plan.

### How to apply

The Québec government now offers the option of completing an application for benefits online at [www.rqap.gouv.qc.ca](http://www.rqap.gouv.qc.ca).

Applications can also be made by telephone with the help of a customer service agent by calling toll-free 1 888 610-7727 (QPIP).

Type of benefits	Basic plan		Special plan	
	Maximum number of benefit weeks	Percentage of average weekly income	Maximum number of benefit weeks	Percentage of average weekly income
Maternity	18	70%	15	75%
Paternity	5	70%	3	75%
Parental	7	70%	25	75%
	25 (7+25=32)	55%		
Adoption	12	70%	28	75%
	25 (12+25=37)	55%		

## Special pregnancy benefit

If an expectant mother is a beneficiary of the employment assistance (social aid) program, the Ministère de l'Emploi et de la Solidarité sociale may grant her an additional \$55 a month as a special pregnancy benefit, in addition to her monthly benefit. This benefit may also be paid to the parent beneficiary of a dependent child who is pregnant.

This assistance, which is paid during each month of pregnancy until delivery, will enable the expectant mother to buy the foods required for a proper diet during this period.

To obtain this benefit, the expectant mother must provide her local employment centre case officer with a certificate signed by a physician or midwife confirming her pregnancy and setting out the number of weeks pregnant and expected delivery date.

For more information, contact your local employment centre.

The address is listed in the blue pages of the telephone book in the *Gouvernement du Québec* section, under the heading "Aide financière."

## Child benefits

Québec families may be eligible for various benefits, such as the Canada Child Tax Benefit (CCTB), the National Child Benefit Supplement (NCBS), the Child Disability Benefit (CDB) for children under 18 years of age, and the Universal Child Care Benefit (UCCB).

To receive these benefits, both the eligible individual and his or her spouse must file income tax returns every year, even if they have no income to declare.

## Canada Child Tax Benefit

The federal government's Canada Child Tax Benefit varies according to family income, the number and age of the children, the family situation and the deduction for daycare expenses.

The non-taxable benefit is paid every month. It is revised if any change occurs in the family situation, such as the birth or death of a child, a change in beneficiary, a separation or a divorce.

Eligibility for this benefit is reviewed every year in July based on the data provided on the income tax return for the previous year.

## National Child Benefit Supplement (NCBS)

Low-income families with children are also eligible for the National Child Benefit Supplement (NCBS), which is included in the payment of the Canada Child Tax Benefit. The NCBS is the Canadian government's contribution to the National Child Benefit Program (NCBP), a joint initiative of the federal, provincial and territorial governments.

## Child Disability Benefit (CDB)

The Child Disability Benefit (CDB) is a non-taxable supplement to the CCTB and can be as high as \$2,394.96 per child. Only children with a severe and prolonged impairment, as stipulated in form T2201 (Disability Tax Credit Certificate) are eligible for the CDB. Form T2201 must be completed and sent to the Canada Revenue Agency to register a child if this has not already been done.

## Universal Child Care Benefit (UCCB)

The Universal Child Care Benefit (UCCB) is paid monthly to eligible families in order to help them meet their childcare needs for children under six years of age. With the UCCB, families can receive \$100 per month for each child under six years of age. The UCCB is paid separately from the Canada Child Tax Benefit (CCTB) and is taxable. The Canada Revenue Agency (CRA) issues payments on behalf of Human Resources and Social Development Canada.

For more information, visit the CRA's website at [www.cra-arc.gc.ca/uccb](http://www.cra-arc.gc.ca/uccb).

## Procedure

To apply for the Canada Child Tax Benefit, fill out Form RC66 (Application for Canada Child Tax Benefit) and send it at your earliest convenience to the address indicated on the envelope. If you already receive the CCTB, you do not need to file a new application to receive the UCCB. Your Canada Child Tax Benefit may be paid by direct deposit; simply fill out Form T1-DD (Direct Deposit Request – Individuals).

These forms are usually included with the information documents given to the mother during her stay in hospital. They can also be obtained by contacting the Canada Revenue Agency at one of the numbers below or by downloading them at [www.cra-arc.gc.ca/forms](http://www.cra-arc.gc.ca/forms):

- To order forms and publications:  
[1 800 959-2221](tel:18009592221)
- Teletypewriter (see page 622)
- Service for the visually impaired:  
[1 800 267-1267](tel:18002671267)

For more information on child benefits, please contact the CRA's information centre at [1 800 387-1193](tel:18003871193) or visit its website at [www.cra-arc.gc.ca/benefits](http://www.cra-arc.gc.ca/benefits).

## Child assistance

Régie des rentes du Québec administers the Child Assistance Payment, which provides financial assistance to all families with dependent children under 18 years of age.

The Child Assistance Payment has two components: child assistance payments and the supplement for handicapped children.

## **Who is eligible?**

You are eligible for child assistance payments if:

- You or your spouse are responsible for the care and education of a dependent child under 18 years of age
- The child resides with you
- You reside in Québec
- You or your spouse are one of the following:
  - A Canadian citizen
  - A permanent resident
  - A temporary resident living in Canada for at least 18 months
  - A protected person (refugee)

## How to receive child assistance payments

To receive child assistance payments in the case of a **birth**, the parent need not submit an application. The Directeur de l'état civil will automatically notify the Régie of the child's birth.

However, with an **adoption**, you should apply to the Régie. To do so, use the online service or download the "Child Assistance Payment" form on the Régie's website at [www.rrq.gouv.qc.ca/en/enfants](http://www.rrq.gouv.qc.ca/en/enfants).

## How are benefits calculated?

The Régie calculates child assistance benefits every year based on the following four criteria:

- Conjugal status (with or without spouse)
- The number of dependent children under 18 years of age living with the recipient
- The number of children in shared custody
- Household income

This amount is indexed in January of each year.

To receive child assistance payments, both spouses must file a Québec income tax return form every year, even if one or both spouses have no income to declare. Revenu Québec will send the Régie information regarding household income. New Québec residents who have not filed a Québec income tax return must provide a federal statement of income outside Canada or notice of assessment.

You can use the Calcul@ide tool on the Régie's website to calculate the amount you may receive based on your family situation.

## Supplement for Handicapped Children

The Supplement for Handicapped Children is paid to parents of a child with a physical or mental disability that significantly limits him or her in his or her daily activities for an expected period of at least one year. The supplement is paid until the child reaches 18 years of age or until his or her health improves and Régie des rentes du Québec no longer considers him or her handicapped.

The supplement for handicapped children is \$171 per month per child in 2009. This amount is the same for everyone, regardless of the child's handicap and household income. The supplement is indexed each year and is non-taxable. It is paid to the person who receives child assistance payments.

To apply for the Supplement for Handicapped Children, you must complete Régie des rentes du Québec's Application for the Supplement for Handicapped Children. It is available on the Régie's website and at Régie client services centres, Services Québec offices, Office des personnes handicapées du Québec, CLSCs,

and specialized children's hospitals. The application includes a section that must be completed by the healthcare professional who knows the child's health condition best.

## Child assistance payments

Child assistance payments are made to only one person in a family. For a birth, payments are generally made to the mother. However, if the spouse is already receiving payments for other children, he or she will also receive them for the newborn. The spouses can also decide which of them will receive payments for all children in the family.

Child assistance payments are made in advance, four times a year, on the first working day of each quarter, that is, in January, April, July, and October. However, it is possible to apply online or by phone to receive monthly payments.

You can sign up for direct deposit on the Régie's website. This is a reliable, secure and environmentally friendly way to receive child assistance payments.

For more on child assistance payments:

**Online:**

[www.rrq.gouv.qc.ca/en/enfants](http://www.rrq.gouv.qc.ca/en/enfants)

**By phone:**

Québec City area: [418 643-3381](tel:418-643-3381)

Montréal area: [514 864-3873](tel:514-864-3873)

Elsewhere in Québec (toll-free): [1 800 667-9625](tel:1-800-667-9625)

**Teletypewriter:**

[1 800 603-3540](tel:1-800-603-3540)

## Sickness benefits

Sickness benefits are granted to people who stop working due to illness, injury or quarantine. To receive these benefits, you must submit medical proof. Sickness benefits may be paid for a maximum of 15 weeks. You must have accumulated 600 insurable working hours in the year prior to filing an application (or since the start of the last benefit period).

The number of hours you must work in order to be entitled to sickness benefits may be higher if you received benefits in the past and were informed in writing that you had produced a false return.

For more information on sickness benefits or to apply for sickness benefits, contact a Service Canada centre.

Service Canada centre addresses are listed in the blue pages of the telephone book in the Government of Canada section under the heading “Employment Insurance,” or under the “Keyword Headings” section in the new blue pages.

You will also find contact information for the Service Canada centre nearest you by visiting [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca). The “Employment Insurance” section of this site provides access to online services and forms.

You can also contact Service Canada at [1 800 206-7218](tel:1-800-206-7218) (everywhere in Québec).

## Assistance granted to parents of triplets or quadruplets

The Ministère de la Santé et des Services sociaux grants financial assistance to families in which the mother has given birth to triplets or quadruplets. This non-recurrent amount helps parents cope with the sudden and substantial increase in expenses.

The Minister issues, in the mother's name, a cheque for \$6,000 for live triplets or \$8,000 for live quadruplets when the children are discharged from the hospital.

The hospital is in charge of notifying the Ministère de la Santé et des Services sociaux and providing all necessary information following the births. The parents have no special steps to take and will receive their financial assistance approximately two months later. In the event of problems, the parents must check with the hospital to find out if their application was duly sent to the ministry.

In all cases, the hospital must fax the application to [418 266-5995](tel:418-266-5995) or forward it to the following address:

Ministère de la Santé et des Services sociaux du Québec  
Direction générale de la coordination, du financement,  
de l'immobilisation et du budget  
Direction des opérations budgétaires – réseau  
1005 chemin Sainte-Foy, 2<sup>nd</sup> Floor  
Québec City, QC G1S 4N4

## Special breastfeeding benefit

The Ministère de l'Emploi et de la Solidarité sociale du Québec provides a special breastfeeding benefit of \$55 a month to mothers who breastfeed their children, until the children reach the age of one. The mother must breastfeed her baby throughout this period.

To be entitled to the benefit, the mother must provide the local employment centre case officer with proof of the baby's birth, along with a signed declaration indicating the anticipated breastfeeding period. A second written declaration will be required once the baby is six months old.

### **Support for the purchase of infant formula**

A parent receiving last-resort financial assistance may obtain regular, soy-based, or lactose-free formula for a baby less than nine months old without providing a certificate from a physician.

If the baby is nine months to a year old and suffers from intolerance to cow's milk or other particular disorders, the parent must present a medical certificate or a certificate from a physician indicating the need for support for the purchase of soy-based or lactose-free formula.

Note that it is not possible to receive the breastfeeding benefit and support for the purchase of formula at the same time, except during the month when the feeding method changes. Infant formula may be purchased only in drugstores.

As soon as the baby is born, the parent must get in touch with his/her case officer. The baby's birth certificate must be submitted promptly in order to benefit from this support.

For additional information, contact your local employment centre.

The address is listed in the blue pages of the phone book in the *Gouvernement du Québec* section under "Aide financière."

## Work premium

The work premium is a refundable tax credit that may be requested on income tax returns (Appendix P). It is determined based on the income and personal and family status of the worker. Under certain conditions, Revenu Québec may pay the work premium in advance.

To be eligible, you must

- Reside in Québec on December 31 of this year
- Be either a Canadian citizen, aboriginal, permanent resident, or person who has been granted asylum in Canada
- Have a yearly employment income over \$2,400 (for a single person or single-parent family) or over \$3,600 (for a couple with or without children)
- Have an annual family income under those listed in the following chart:

Family status	Annual income
Single person	\$14,973.20
Couple without children	\$23,054.80
Single-parent family	\$31,984.00
Couple with at least one child	\$43,654.00

The following are the maximum work premium amounts:

Family status	Work premium yearly maximum
Single person	\$517.72
Couple without children	\$801.08
Single-parent family	\$2,218.84
Couple with at least one child	\$2,861.00

Starting at a certain income threshold, premiums progressively decrease until they reach zero.

You may choose to have Revenu Québec pay half of your work premium in advance rather than wait until you file your income tax return.

To receive advance payment of your premium, you must apply to Revenu Québec and meet certain conditions.

At the time of application, you must:

- Reside in Québec
- Be either a Canadian citizen, aboriginal, permanent resident, or person who has been granted asylum in Canada
- Be the father or mother of a dependent child
- Have a job
- Expect to be eligible for an annual work premium of over \$500
- Be enrolled in direct deposit with Revenu Québec

Advance payments are quarterly and are made in equal installments on about the 15<sup>th</sup> of January, April, July and October.

### **Measures related to the work premium as of the 2008 tax year**

If you are entitled to the work premium for the 2008 tax year, you may also be entitled to **a supplement to the work premium** granted on an individual basis for a maximum of 12 consecutive months. It may be paid for each month in which you earn at least \$200.

In addition, if you or your spouse has a severely limited capacity for employment, it may be more advantageous to apply for the **adapted work premium**. The adapted work premium is determined on the basis of the income and family situation of the worker whose household includes an adult with a severely limited capacity for employment.

For more information, go to the Revenu Québec office in your area or consult Revenu Québec's website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca).

### Shelter allowance program

Low-income families with at least one dependent child who devote a large part of their income to housing may, under certain conditions, be entitled to the shelter allowance. Financial assistance can be as much as \$80 a month and is available to renters, owners, and households that share housing.

The shelter allowance takes the following factors into account:

- The number of persons in the household
- Total household income
- The monthly rent

For more information or to obtain an application form, contact the Revenu Québec office in your area.

The telephone numbers are listed in the blue pages of the phone book in the *Gouvernement du Québec* section under "Logement – Revenu Québec – Allocation-logement."

### Advance payment of the refundable Childcare Tax Credit

The childcare expenses parents incur can be partially refunded through the Childcare Tax Credit. To receive this tax credit, you must file an income tax return. Certain expenses do not qualify, such as \$7 a day subsidized childcare at daycare facilities or schools.

Parents may receive their estimated Childcare Tax Credit in advance under certain conditions from Revenu Québec in the form of a cheque or direct deposit. Payments are quarterly and made on about the 15<sup>th</sup> of January, April, July, and October.

To be entitled to advance payments, you must:

- Be the biological or adoptive parent (father or mother), either legally or in fact, of the child with whom you reside at the time of application, or be the spouse of this parent
- Comply with the tax credit eligibility requirements
- Have confirmation from the daycare worker regarding the rate and number of days of care provided during the year
- Reside in Québec at the time of the application
- Be enrolled in direct deposit with Revenu Québec
- Expect to be eligible for a daycare tax credit of over \$1,000. This condition does not apply if in the same year you are also entitled to a work premium of over \$500 (the work premium is another family assistance measure)

For more information, go to the nearest Revenu Québec office or consult Revenu Québec's website at [www.revenu.gouv.qc.ca](http://www.revenu.gouv.qc.ca).

## Filiation and parental obligations

### Filiation

Filiation is the relationship that exists between a child and the child's parents, whether the parents are of the same or the opposite sex. The relationship can be established by blood, by law in certain cases, or by a judgment of adoption. Once filiation has been established, it creates rights and obligations for both the child and the parents, regardless of the circumstances of the child's birth.

Parents usually establish filiation by filling out and signing the form entitled Declaration of Birth, on which their names and that of their newborn child are entered. All the family names and usual given names of the mother and the father must be entered and spelled correctly. It is important to complete the declaration carefully, providing all the information requested.

If the parents are married or are in a civil union, only one parent needs to complete and sign the declaration before a witness in order to establish filiation. The date of marriage or of the civil union must be indicated.

If the parents are not married to one another or in a civil union with one another, they must both sign the Declaration of Birth before a witness in order to establish their individual filiation with the child.

A parent who anticipates being absent during the period when the birth must be registered with the Directeur de l'état civil can draw up a power of attorney authorizing another person to act for him or her. This form may be obtained from the Directeur de l'état civil. If this is not done and the deadline has passed, that parent may file a tardy declaration of filiation, circumstances permitting, or apply to the court to have his paternity or her maternity recognized.

All births in Québec must be declared to the Directeur de l'état civil in order to be entered in the register of civil status. Whether they are married or in a civil union, and whether or not they are living together, parents have the rights and duties inherent in the custody, supervision, and upbringing of their child, and they must feed and look after him or her.

### **All children are equal**

The law makes no distinction based on the type of union of the parents, whether the child is related to his or her parents by blood or by adoption, or whether he or she was conceived naturally or by a medically assisted reproductive technique. By law, all children are born equal and are the legal heirs of their parents.

To contact the Directeur de l'état civil:

### **In Québec City**

Directeur de l'état civil  
2535 boulevard Laurier  
Québec City, QC G1V 5C5  
[418 643-3900](tel:4186433900)

### **In Montréal**

Directeur de l'état civil  
2050 rue De Bleury  
Montréal, QC H3A 2J5  
(Place-des-Arts Metro station)  
[514 864-3900](tel:5148643900)

### **Elsewhere in Québec**

[1 800 567-3900](tel:18005673900)

[etaticivil@dec.gouv.qc.ca](mailto:etaticivil@dec.gouv.qc.ca)  
[www.etaticivil.gouv.qc.ca](http://www.etaticivil.gouv.qc.ca)

The Directeur de l'état civil also provides services in a number of Services Québec offices. For a full list of these offices, visit the "Contact Us" section of [www.servicesquebec.gouv.qc.ca](http://www.servicesquebec.gouv.qc.ca).

## **Parental obligations**

Parents must care for their minor children, feed them, clothe them, house them etc., and when they administer money or other assets in their name, they must not mix their assets with those of their minors. Parents must not use one child's assets for other members of the family, such as brothers and sisters, and must avoid situations where there may be a conflict of interest.

The fact that your children have assets or income of their own does not release you from your duty to support them with your own money. Parents have obligations to support and care for their children.

## **Child support**

Parents—both father and mother—are required to provide for the basic needs of their children, such as providing food, clothing, housing, education, personal care, transportation and recreation.



## Childcare

You also have the obligation to care for your children, which means you must look after them, supervise them and raise them.

### Your obligation as a legal guardian

Except in certain cases, your minor children cannot exercise their rights themselves. They must be cared for and represented by an adult. In Québec, under the Civil Code their parents are their legal tutors and as a result have certain obligations, including the administration of assets.

As a legal guardian, you act as the administrator of the assets of your minors. That means you must ensure that your children's assets (inheritance, life insurance benefit, allowance received or any other tangible asset) are preserved so that they can be transferred to them when they are of full age. At that time, you must account for your administration of their assets.

## Curateur public du Québec

The Curateur public du Québec informs parents and assists the tutors of minor children. It also monitors administration of the assets of children by:

- The parents when the total value is more than \$25,000
- A tutor other than the parents (dative tutor) regardless of the value of the assets

To ensure it is able to monitor cases and intervene as needed, the Curateur public must be informed in advance by any natural or legal person—parents, members of a professional corporation, public or private agencies or institutions—of any compensation paid to a minor, even if the value is less than \$25,000, and of any donation or bequeathment worth more than \$25,000.

Financial management of the assets of minors therefore involves many different people: family and friends, legal officers, counselors, insurers and any other person with ties to a minor as well as the Curateur public.

For more information, visit the Curateur public du Québec Web site or:

Curateur public du Québec  
600 boul. René-Lévesque Ouest  
Montréal, QC H3B 4W9  
514 873-4074 or 1 800 363-9020  
[information@curateur.gouv.qc.ca](mailto:information@curateur.gouv.qc.ca)  
[www.curateur.gouv.qc.ca](http://www.curateur.gouv.qc.ca)

## Registering a child

### Registering a child's birth with the Directeur de l'état civil

Under the Civil Code of Québec, all parents must declare the birth of their child to the Directeur de l'état civil, whether or not a baptism or other religious ceremony is planned. To this end, they must fill out the Declaration of Birth form and **send it to the Directeur de l'état civil within 30 days following the birth.**

### Attestation of birth

The Declaration of Birth is filled out and signed by the physician, nurse, midwife or any other person who assists the mother during delivery. It indicates the date, time and place of birth, the sex of the child, and the name and address of the mother. The hospital or birthing centre staff gives the parents a copy of the Attestation of Birth as well as the Declaration of Birth, which is to be filled out.

## Declaration of Birth

The information gathered using the Declaration of Birth will be used to register the newborn in the Québec Register of Civil Status and establish his or her legal identity and filiation. The parents must copy the information from the Attestation of Birth onto the Declaration of Birth and indicate the child's given and family names, the type of union of the parents and the parents' addresses.

The Declaration of Birth is available in French and English. It should be obtained in the desired language, as the certificate of birth will be subsequently issued in this language. It must also be filled out in block letters while avoiding as much as possible any erasures or changes that may lead to confusion. If changes must be made to the Declaration of Birth, the declarant or declarants should enter their initials beside each correction. **The Declaration of Birth may not and must not be altered with liquid paper or otherwise.**

The declarant or declarants must fill out and sign the Declaration of Birth in the presence of a witness, who must also sign the document.

A witness is a person aged 18 or older who attests to the signature of the parents. The witness must indicate his or her identity by filling in the appropriate sections (in block letters) and must then sign and date the form.

It is important that the spelling of the child's family name and given names be correct and that the whole declaration be reread before adding the necessary signatures, in order to ensure that the information is entirely in keeping with the parents' wishes.

### **When should the Declaration of Birth be filled out?**

It is recommended that the Declaration of Birth be filled out at the hospital or birthing centre and immediately given to the staff, who will see that it is sent to the Directeur de l'état civil.

If it is impossible to see to these formalities on site, the Declaration of Birth should be sent to the Directeur de l'état civil no later than 30 days after the birth of the child. Be sure to leave several days for mailing and to send in the documents as soon as possible.

Once the Act of Birth is drawn up, it is entered in the Québec Register of Civil Status. Concurrently, the Directeur de l'état civil forwards to the Régie de l'assurance maladie du Québec and to the Régie des rentes du Québec the information needed for the newborn to be eligible for the various plans. This is done confidentially.



- **Delay in registering a birth in the Québec Register of Civil Status or failure to do so may result in problems for the child. The Act of Birth establishes the child's identity, sex and filiation, in short, his or her legal existence. Without this Act, it will be difficult, if not impossible, for the child to obtain certain documents (health insurance card, social insurance card, passport, etc.) or to prove entitlement to government programs or social benefits.**

In addition, a \$50 fee must be paid when the birth is declared after the prescribed 30 day deadline. If the birth is declared more than a year later, the fee is \$100.

## Obtaining a birth certificate

A birth certificate is accepted as proof of birth by many organizations. You can obtain one by filling in the form entitled Request for Certificate or Copy of Act for Birth. This form is available at Directeur de l'état civil counters in Québec City and Montréal, and at CLSCs, Desjardins branches, court houses and Services Québec offices. Also available online at [www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca), it can be transmitted electronically or printed, signed, dated, and mailed.

It is preferable to apply for a full-sized birth certificate for a minor child since it shows the names of the parents. Note that there is no expiry date for a birth certificate.

You can submit the form to the Directeur de l'état civil electronically, by mail or by taking it to a service centre.

### **In Québec City**

Directeur de l'état civil  
2535 boulevard Laurier  
Québec City, QC G1V 5C5  
[418 643-3900](tel:418-643-3900)

### **In Montréal**

Directeur de l'état civil  
2050 rue De Bleury  
Montréal, QC H3A 2J5  
(Place-des-Arts Metro station)  
[514 864-3900](tel:514-864-3900)

### **Elsewhere in Québec**

[1 800 567-3900](tel:1-800-567-3900)

[etatcivil@dec.gouv.qc.ca](mailto:etatcivil@dec.gouv.qc.ca)  
[www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

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## **Choosing a given name and a family name**

A child's parents may choose for him or her one or more given names and a single or composite family name consisting of no more than two parts of the parents' family names.

It is recommended that the child have no more than four given names and that **the usual given name (the name to be used regularly) be entered in the appropriate box on the Declaration of Birth**. In the case of a composite given name, the two parts must be joined by a hyphen.

The given name of one of the parents may never be used as the child's family name. It may, however, be one of his or her other given names. In addition, the family name of one of the parents that is not used for the child's family name may be used as one of his or her given names.

In regard to the child's family name, the parents can choose from among the following options:

1. If both parents have family names that are not composites, such as Gardiner for one parent and Patton for the other, the child may be given the following as a family name:
  - Gardiner, the first parent's family name
  - Patton, the second parent's family name
  - Or a composite name made up of the two family names linked by a hyphen, Gardiner-Patton or Patton-Gardiner
2. If both parents have composite family names, such as Talbot-Gardiner for one parent and Smith-Patton for the other, they may, if they wish, give their child a single family name composed of one of the parts of their family names:
  - Talbot only
  - Gardiner only
  - Smith only
  - or Patton only
3. However, if the parents wish to give their child a composite name, a choice must be made, since the family name of the child cannot have more than two parts:
  - Talbot-Gardiner, one parent's family name
  - Smith-Patton, the other parent's family name

- Or a name made up of part of one of the parent's family name and part of the other parent's family name. Ten combinations are possible:
  - Talbot-Smith
  - Talbot-Patton
  - Gardiner-Smith
  - Gardiner-Patton
  - Smith-Talbot
  - Patton-Talbot
  - Smith-Gardiner
  - Patton-Gardiner
  - Gardiner-Talbot
  - Patton-Smith

A child whose maternal filiation or paternal filiation alone has been established bears the family name, in whole or in part, of the parent whose filiation with the child has been established in the Act of Birth.

### Additional information

When the family name given to the child is composed of two parts joined by a hyphen, this is the name that will become, along with his or her given name, the child's legal name. It will then have to be used as registered, with no change in the order of the parts. Also note that the parents may not combine the initial of the family name of one parent with the family name of the other parent to form the child's surname. However, they may include the initial in the child's given names.

Since the baby's name must appear on the Declaration of Birth, the parents must make their choice as early as possible.

The full name of our child will be

Family name: \_\_\_\_\_,

Usual given names: \_\_\_\_\_,  
usual (name used regularly)

\_\_\_\_\_ ,  
second

\_\_\_\_\_ ,  
third

\_\_\_\_\_ ,  
fourth

To contact the Directeur de l'état civil:

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Directeur de l'état civil  
2535 boulevard Laurier  
Québec City, QC G1V 5C5  
[418 643-3900](tel:418-643-3900)

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## **Health insurance card**

In order to receive a health insurance card, the child must be registered with the Régie de l'assurance maladie du Québec (RAMQ). When the birth occurs in Québec, it is sufficient to register the newborn in the Québec Register of Civil Status to initiate the registration process at the RAMQ.

One of the parents must fill out, as carefully as possible, and sign the Declaration of Birth provided by the hospital where the child was born or by the midwife. Parents have no further forms to complete.

The hospital staff or one of the parents must send the duly completed document to the Directeur de l'état civil within 30 days of the child's birth. Subsequently, the Directeur de l'état civil will notify the parents of the registration of their child in the Québec Register of Civil Status. The Directeur de l'état civil will send the information to the RAMQ confidentially. After checking the eligibility of the child, the RAMQ will issue the health insurance card. Only one card will be issued for the child.

Children under one year of age who have not yet received their health insurance cards are still entitled to healthcare services covered by the plan. However, the physician may ask to see a parent's health card.

For a birth outside Québec, contact the RAMQ to register the newborn child:

- Québec City area: [418 646-4636](tel:418-646-4636)
- Montréal area: [514 864-3411](tel:514-864-3411)
- Elsewhere in Québec: [1 800 561-9749](tel:1-800-561-9749)
- Teletypewriter (see page 622)

## Prescription drug insurance

Once eligibility for health insurance is confirmed, the parents must ensure their newborn is covered by a prescription drug insurance plan.

Parents registered with a group insurance plan comprising drug coverage are obliged to include their newborn in their plan.

However, if the parents are covered by the public prescription drug insurance plan administered by the Régie de l'assurance maladie du Québec, the newborn will be automatically registered under this plan.

If your baby suffers from milk intolerance, the physician can prescribe certain special preparations that may be reimbursed in some cases. If your baby is registered under the public prescription drug insurance plan, the physician generally applies to the Régie for authorization for reimbursement. Otherwise, contact your insurance company for information.

## Passport

### Traveling with a child

Since December 2001, children need their own passports to travel abroad. One of the parents must complete the form entitled Passport Application for Canadians Under 16 Years of Age, but **both parents** must give their approval and sign the form. In cases of separation or divorce, only the parent with legal custody of the child may apply for a passport for the child.

The cost of a passport for a child under 3 years of age is \$22, and the document is valid for a maximum of three years. For children 3 to 16 inclusively, a passport costs \$37 and is valid for a maximum of five years.

A word of advice though: carefully read the application form instructions and do not wait until you are just about to depart before applying, because processing a passport application takes 10 working days if you submit your application at a regional office and 20 working days if you mail your application.

### **Procedure**

Forms for children under 16 are available at the five regional offices of Passport Canada (Montréal, Laval, Saint-Laurent, Québec City and Jonquière) and at Canada Post outlets.

On October 1, 2007, a new passport application form was introduced both for children under 16 and adults. For children, the applicant is the parent. The sponsor

can be a holder of a valid or non-expired Canadian passport for over a year who has known the applicant for the past two years.

For more information, call Passport Canada toll-free at [1 800 567-6868](tel:18005676868).

### **“Mon arbre à moi” campaign**

In the “Mon arbre à moi” campaign of the Ministère des Ressources naturelles et de la Faune, any child born or adopted in the year in progress can receive a small seedling tree that will grow along with him or her. Each seedling given to a child is accompanied by a growth chart and a souvenir certificate to be kept in the child’s scrapbook. Seedlings are distributed every year in May in the various regions of Québec for Tree and Forest Month.

The seedlings given by the ministry are only about 30 cm to 45 cm high. However, since they are tree species, they will grow a lot. At maturity, i.e., in 75 to 100 years, most of the trees will be 20 m to 30 m tall.

To receive a seedling, new parents must register directly online at [www.mrnf.gouv.qc.ca/maf/mon-arbre](http://www.mrnf.gouv.qc.ca/maf/mon-arbre). Subsequently, parents will be notified by mail just prior to May of the procedure to follow to receive the seedling. Please note that the reply card should reach the ministry no later than April 15.

For additional information on the campaign, contact:

Ministère des Ressources naturelles  
et de la Faune du Québec  
Direction des services à la clientèle  
Service de l'accueil et des renseignements ministériels  
880 chemin Sainte-Foy  
Québec City, QC G1S 4X4  
Phone: 418 627-8600 or 1 866 248-6936  
Fax: 418 644-6513  
[mon-arbre@mrnf.gouv.qc.ca](mailto:mon-arbre@mrnf.gouv.qc.ca)  
[www.mrnf.gouv.qc.ca/mfa/mon-arbre](http://www.mrnf.gouv.qc.ca/mfa/mon-arbre)

## Health, prevention and family safety

### Prenatal meetings

All CLSCs offer prenatal information services. Mothers-to-be should contact their CLSC to find out about the services available.

### Perinatal services

Perinatal services include group and individual prenatal meetings, parental education meetings (age 0–4), integrated perinatal and early childhood services for families in vulnerable situations, information on promoting breastfeeding and postnatal visits. These services are designed to better prepare parents for pregnancy, delivery and the arrival of the child. Meetings are available in most institutions in the various Québec regions.

To find out where to register, contact the CLSC in your area.

## Nutrition

Good nutrition during pregnancy is vital to the health of the unborn child. As part of the integrated perinatal and early childhood services for families in vulnerable situations offered through CLSCs in Québec, Fondation OLO helps ensure healthy babies at birth by providing essential foods (eggs, milk, orange juice) and vitamin and mineral supplements to needy pregnant women.

In addition to helping prevent malnutrition in pregnant women and improving the health of newborns, Fondation OLO helps connect young families with other key resources through the CLSC network and its teams of perinatal professionals.

For more information on Fondation OLO or other nutritional assistance programs, contact the CLSC in your area.

The address is listed in the white pages of the telephone book under “CLSC.”

## For a safe maternity program

A worker who is pregnant or breastfeeding enjoys special protection under the *Act respecting occupational health and safety*. If her working conditions are dangerous to her health or to her unborn child or the child she is nursing, she is entitled to be reassigned to other duties that are not dangerous and that she is able to perform.

If her workstation cannot be modified or if no other assignment is possible, she may temporarily stop working and receive compensation from the Commission de la santé et de la sécurité du travail (CSST). This is not maternity leave, but rather a preventive-type program whose main objective is to allow the worker to stay at work in a safe environment.

The measures that employers have at their disposal to meet this objective are the following:

- Elimination of danger at source
- Change in the worker’s duties
- Workstation modification
- Reassignment to another duty or job

To avail herself of the For a Safe Maternity Program, the worker must ask a physician to fill out the form entitled Preventive Withdrawal and Reassignment Certificate for a Pregnant or Breastfeeding Worker.

That physician must consult the physician in charge of health services at the establishment where the worker is employed. If there is no physician at the establishment, the physician designated by the head of the public health ministry in the area where the establishment is located must be consulted. The certificate is valid only if such a consultation is carried out. There is no charge to the worker for the certificate.

A worker must proceed in the same way if she wishes to avail herself of the program in regard to breastfeeding. Even if she obtained a reassignment or preventive withdrawal because of pregnancy, she must get a new certificate for breastfeeding. In such cases, however, only conditions that put the breastfed child's health at risk can be taken into consideration.

For more information, contact one of the regional divisions of the CSST.

The address is listed in the blue pages of the telephone book in the Gouvernement du Québec section under "Santé et sécurité du travail" or under the "Keyword Heading" in the new blue pages.

## Adoption

For a growing number of people, adoption is the answer to having children in the family. International adoption has contributed greatly to this phenomenon, and there has been an increase in recent years in the adoption of children domiciled in Québec. This section of the guide briefly discusses the main steps to take in the process of adopting a child in or outside Québec.

## Adoption in Québec

Adoption has changed in Québec over the last few years. The number of adoptions has increased and more and more children are being placed in permanent families. The age of the children is generally from birth to three years, but they may be older and are, in some cases, siblings.

Although for the most part native-born Quebecers, the children may also be of different ethnic origins. Some are entrusted to families by their parents, who consent to the adoption. But most often they are under the protection of the Directeur de la protection de la jeunesse, who must apply to the Youth Division of the Court of Québec for a judgment of eligibility for adoption.

These children are often from families that cannot provide everything that a child needs to develop harmoniously. The biological parents were unable to improve the situation that led to the decision to remove the child from their environment. Most of the children are oriented toward adoption as part of the Foster-to-Adopt Program.

Québec youth centres are responsible for carrying out the adoption procedures for children domiciled in Québec. The first step in the adoption process is a request in writing or by phone by the future parents to the youth centre in their area. This pre-registration is followed by an evening information session during which the parents can receive answers to their questions. The registration procedure can then officially begin. People interested in pursuing the adoption process must undergo a psychosocial assessment at that time.

Once these steps have been completed, two types of adoption are possible: regular adoption and the Foster-to-Adopt Program.

### **Regular adoption**

Some biological parents give the Directeur de la protection de la jeunesse their consent to the adoption of their child. After the expiry of a 30-day time period during which the consent can be withdrawn, the Youth Division issues a placement order that grants the adopter the exercise of parental authority. This order is followed by an adoption judgment.

Note that regular adoption has become very rare in Québec and requires a waiting period of several years for adopting parents.

## Foster-to-Adopt Program

The Foster-to-Adopt Program was set up in 1988. Its objective is to enable children at high risk of being abandoned to be placed as soon as possible in a stable family that is prepared to provide foster care with a view to adoption. The stability thereby ensured encourages the child's development in terms of security, as well as confidence and self-esteem.

The biological parents of children placed under the Foster-to-Adopt Program are grappling with personal problems that prevent them from assuming responsibility for the care and upbringing of their children.

People who register for the Foster-to-Adopt Program want to adopt the child entrusted to them where possible, but they agree to take the child in initially as a foster family. They must first undergo a psychosocial assessment. Once accepted, they are available to be matched with a child whose needs correspond to the conclusions of the assessment. Following the assessment, the waiting time before they can take in a child 0 to 2 years of age varies from several weeks to several months. The waiting time is shorter for parents who want to take in a child who is 2 years of age or older and has special characteristics, such as ethnic origin or state of health.

To find out more about the adoption of a child domiciled in Québec, contact the youth centre in your area.

The address is in the white pages of the telephone book under "Centre jeunesse."

## International adoption

Under the Youth Protection Act, the Ministère de la Santé et des Services sociaux du Québec, through the Secrétariat à l'adoption internationale (SAI), oversees the adoption of children domiciled outside Québec by persons domiciled in Québec. More specifically, SAI has the following responsibilities:

- Coordinate international adoption activities in Québec in the best interests of the children and in keeping with their fundamental rights
- Assist and advise the people and families that plan to adopt a child domiciled outside Québec, and ensure the adoption proceeds in accordance with all regulations
- Provide administrative follow-up with regard to the Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption (the Hague Convention)



- Recommend to the Ministère de la Santé et des Services sociaux the certification of international adoption organizations
- Advise and support certified organizations and monitor their activities as prescribed by law
- See that the legislation is applied and that Québec's policy directions and ethical rules for international adoption are respected
- Ensure that adoption-related requirements are met in each case
- Advise the authorities of the Ministère de la Santé et des Services sociaux regarding international adoption
- Establish, with the competent authorities of foreign countries, working relations and agreements on international adoption that are in keeping with the countries' legislation and culture

As regards international adoption, the Civil Code of Québec and the Code of Civil Procedure (R.S.Q., c. C-25) establish the ground rules. The *Youth Protection Act* then clarifies these rules. Next come specific orders, the Convention on the Protection of Children and Co-operation in Respect of Inter-country Adoption, and the *Act to implement the Convention on the Protection of Children and Co-operation in Respect of Inter-country Adoption and to amend various legislative provisions in relation to adoption* (R.S.Q., c. M-35. 1.3).

In Québec, adoption confers a filiation on adoptees that replaces their filiation of origin. Adoptees cease to belong to their families of origin. Adoption also engenders the same rights and obligations as filiation by blood. The rules governing child consent and adoptability are those of the country of origin.

The Civil Code of Québec requires that adoption procedures be carried out by a certified organization responsible for assisting, supporting and advising adoptive parents who use its services.

Exceptions to this general rule can be made if the criteria and conditions in the *Order respecting the adoption without a certified body of a child domiciled outside Québec by a person domiciled in Québec* are met (R.Q., c. P-34.1, r. 0.02). Only persons who meet the criteria and conditions set out in the Order may make arrangements for the adoption of a child domiciled outside Québec without the assistance of a certified agency. This type of adoption plan must first be submitted to and approved by SAI.

## Steps in an international adoption

### Information request

A person wishing to adopt a child domiciled outside Québec can request information from SAI, which provides general information on international adoption, eligibility requirements, adoption criteria and related procedures. If adopters have questions about one country in particular, they can also contact that country's certified international adoption organizations directly. Some provide information sessions and pre-adoption consultation services.

### **Signing of a contract with a certified agency**

A contract between the adopter and the certified agency must be signed before adoption procedures begin.

### **Opening of a file with SAI**

The certified agency has the potential adoptive parent fill out a form, which is then sent to SAI with the required documents. SAI then evaluates the adoption plan and, if it is found to be eligible, sends the adopter a letter confirming that a file has been opened with SAI. This letter is required for the adoption process to continue.

### **Psychosocial assessment**

The psychosocial assessment looks at the adopter's ability to meet the physical, mental and social needs of a child adopted from abroad. It allows the competent authorities in Québec and in the child's country of origin to ensure that the potential adoptive parent is able to meet the child's specific needs.

In accordance with Québec's legal framework and the requirements of the child's country of origin, the psychosocial assessment is performed, under the supervision of the Directeur de la protection de la jeunesse, by a social worker or a psychologist in private practice who is a member of his or her professional order. If the Hague Convention of May 29, 1993, is in force in the child's country of origin, the psychosocial assessment must, without exception, be performed under the supervision of the Directeur de la protection de la jeunesse. A positive recommendation is required for the adoption process to continue.

### **Assembly and transmission of the adoption file in the child's country of origin**

The potential adoptive parent assembles the adoption file in cooperation with the certified agency, which provides advice and guidance with respect to data collection and document translation and authentication.

The adoption file is then sent to the authorities in the child's country of origin, with the certified agency ensuring follow-up.

### **Choice of citizenship or immigration process, or start of immigration process, if required**

Canadian citizens may apply for Canadian citizenship for a child adopted abroad without first having to apply for permanent residence or follow the immigration process starting with a sponsorship application. However, some adopters have no choice but to follow the immigration process for example, when adoption is finalized abroad or will not be finalized until after the adoptive child arrives in Canada. The potential adoptive parent can obtain all information in this regard from the certified agency.

## Waiting period

The waiting period for a child to be proposed depends on the country of origin and the profile recommended in the psychosocial assessment. International adoptions are also subject to the vagaries of national or international events that disrupt the adoption process.

During this time, the adoptive parent informs the certified body of any material change in his or her personal or family situation (e.g., pregnancy, job loss, separation, divorce, death, new cohabitation, illness). Depending on the change's potential significance or impact with regard to the proposed adoption, the psychosocial assessment may have to be updated.

## Proposal of a child

Authorities in the country of origin generally determine which children will be proposed for international adoption and to whom. According to the procedure agreed upon between the certified agency and the foreign authorities, the agency submits the proposal to the potential adoptive parent, who must indicate his or her agreement to the foreign authorities within a certain period of time.

### **Authorization to proceed with the adoption (letter of no objection)**

At this step, SAI verifies the documents demonstrating the child's adoptability and the consents to his or her adoption, and ensures that the proposal is consistent with the recommendations of the psychosocial assessment. Then, SAI issues a statement declaring that it has no grounds to oppose the child's adoption (letter of no objection). The adopter need not request this letter but will receive it in due time, i.e., when the certified agency sends the required documents to SAI.

The adoptive parent then proceeds with the required steps for the citizenship or immigration process, as the case may be.

### **Administrative and legal formalities in the child's country of origin**

Administrative and legal formalities may vary depending on the child's country of origin and whether the country is a party to the Hague Convention of May 29, 1993. In all cases, the adoptive parent must obtain a decree entrusting the child to him or her. This may consist of an adoption decree issued by an administrative or legal authority, or a placement order. The certified agency informs the adoptive parent of the procedure to follow and the steps to take.

If the Hague Convention of May 29, 1993, is in force in the child's country of origin, the adoptive parent must obtain the certificate of compliance issued by the central authority in the child's country of origin, since he or she must then submit it to SAI.

The adoptive parent must also complete all the required steps in the citizenship or immigration process, as the case may be.

Depending on the country of origin, the adoptive parent may travel alone, as part of a couple or with a group of adoptive parents. Some certified agencies offer on-site guide and interpretation services. The length of the stay may vary. In some countries, a person designated by the certified agency or the country of origin escorts the child to Québec. In such cases, the adoptive parent picks the child up at the airport.

### **Arrival of the child in Québec**

The adoptive parent must notify the certified agency of the date the child is entrusted to him or her and the date of the child's arrival in Canada. The certified agency forwards the information to SAI.

The adoptive parent can contact his or her local CLSC to schedule a visit with a health professional. This is part of the basket of services offered by the CLSC in the 14 days following the child's arrival in Québec. Its purpose is to establish a first contact with the adopted child and provide appropriate advice and care. The adoptive parent is encouraged to make an appointment as quickly as possible after the child's arrival in order to benefit from this service.

## **Administrative and legal formalities in Québec**

The steps in the adoption process must continue in Québec for the adoption to have effect here. They vary depending on the type of adoption decree issued by the child's country of origin, e.g., notification of a certificate of compliance or of a document in lieu of one (the country of origin is a state that is a party to the Hague Convention of May 29, 1993, and issues a certificate of compliance or a document in lieu of one), recognition of a foreign adoption decree (the country of origin issues an adoption decree), or a placement order and adoption judgment in Québec (the country of origin issues the child's placement order).

In the first case, the decree does not have to be recognized by the Youth Division of the Court of Québec. However, the adoptive parent must submit the documents pertaining to said decree to SAI within 60 days of their issuance.

In the two other cases, the adoptive parent must apply to the Court to obtain an adoption judgment from the Youth Division of the Court of Québec. In the case of a placement order, the adoptive parent must obtain a final adoption judgment after the placement period ends. The adoptive parent can call on an attorney to provide assistance and represent him or her during this process.

An adoptive parent following the immigration process for his or her child must take the required steps to obtain Canadian citizenship for the child.

### **Preparing the child's progress reports and submitting them in the child's country of origin**

In all adoption files concerning a child domiciled outside Québec, upon signing the contract with the certified agency, the adoptive parent undertakes to submit progress reports on the adopted child to the authorities in the country of origin, in accordance with the requirements of that country. The form, frequency and number of reports, as well as the duration of this commitment, may vary considerably from one country to another. The reports are prepared at the adoptive parent's expense by a psychologist or a social worker appointed by the Directeur de la protection de la jeunesse, by a social worker or psychologist in private practice, or by the adoptive

parent, depending on the requirements of the country of origin. The certified agency sends these reports and their translations, as required, to the country of origin.

Progress reports may also have to be submitted to the Youth Division of the Court of Québec when the Court issues a placement order and an adoption judgment. The same reports can be submitted to the Court of Québec and the country of origin.

## Closing the adoption file

SAI keeps all files pertaining to the adoption of children domiciled outside Québec. Certified agencies have the legal obligation to remit their files to SAI two years after the child's arrival in Québec, when the proposed adoption has been abandoned, or when the agency is no longer certified.

Under Québec legislation, files pertaining to a child's adoption are confidential, and the information they contain can only be disclosed where permitted by law. Once the adoption procedure is complete, SAI closes the adoption files, which are then archived and digitized. They may eventually be used to prepare a report on a child's history in the event SAI receives a request for a sociobiological history or for a reunion.

Secrétariat à l'adoption internationale  
201 boulevard Crémazie Est, Suite 1.01  
Montréal, QC H2M 1L2  
Phone: 514 873-5226 or 1 800 561-0246  
Fax: 514 873-1709  
[adoption.quebec@msss.gouv.qc.ca](mailto:adoption.quebec@msss.gouv.qc.ca)  
[www.adoption.gouv.qc.ca](http://www.adoption.gouv.qc.ca)

## Educational childcare services

Educational childcare services play a key role in a child's development. Children in childcare interact with other children and acquire abilities that prepare them for kindergarten and help them adapt and succeed in school. Childcare services have also become a necessity for many parents who must balance family and work responsibilities.

Before choosing a childcare service, you must identify your needs and those of your child. What are your preferences? Would you prefer a family or group environment? Are you seeking a childcare service located near your home or workplace? Do you have an unusual work schedule? Would you like a space at the reduced contribution rate? Your educational values will also influence your choice. To ensure you can choose from among a number of childcare services, you should begin your search immediately.

## Childcare services in Québec

Québec has an educational childcare service network with more than 200,000 seven-dollar-a-day reduced contribution spaces located in childcare centres, daycare facilities and home childcare services. These childcare services are designed for children from birth up to the start of kindergarten.

In addition, free continuous educational childcare services, up to a maximum of two and a half days or five half days per week, are available to children under five years of age whose parents are beneficiaries of the social assistance or social solidarity program.

Childcare providers follow an educational program designed to foster harmonious overall development of the child and promote optimum emotional, physical and motor, social and moral, and cognitive and language skills.

Childcare providers ensure the health and safety of toddlers by providing healthy food, good hygiene and an environment that protects them from infections, diseases and injury.

Anyone who offers or provides childcare services to more than six children is governed by the Educational Childcare Act and as such must hold a childcare centre or daycare centre permit issued by the Ministère de la Famille et des Aînés du Québec. Caregivers who look after more than six children in a private residence must be recognized as a home childcare provider by a home childcare coordinating office.

The 165 ministry-certified coordinating offices throughout Québec are responsible for coordinating the educational childcare services offered by recognized home childcare providers in a given area. In particular, they must ensure compliance with regulatory standards and provide an information service for parents.

### **Site visit recommended**

Before entrusting your child to childcare, meet with the centre manager as well as the staff who will be caring for your child. Ask questions about the age of the children who go to the centre, the educational program and the quality of meals. Make sure the permit is posted in the case of a childcare or daycare center, observe the environment your child will be living in and find out about the activities offered as well as how your child's health and safety will be protected.

To facilitate your child's integration, visit the childcare centre with him or her. This will allow you to observe the teacher's approach and your child's response. Following this visit, have your child experience routine activities in the childcare environment. Snacks, meals and nap time are good opportunities for your child to adjust to a new person. Avoid leaving your child for too long a period in the first few days in order to help him or her adapt gradually. By taking these steps, you will help your child see that you trust these new people, and your child will accept them more readily.

## Childcare available for children with disabilities

Integrating a child with a disability into a childcare establishment gives him or her a chance to be with peers and develop through daily activities. It also helps him or her become increasingly independent, just like other children.

The Ministère de la Famille et des Aînés du Québec provides childcare establishments with extra financial assistance to allow them to welcome children with a disability. Usually, this involves adapting the premises, equipment, and activities to promote each child's participation.

The role of parents and childcare staff is crucial to the success of this process. The support of health and social service professionals is another success factor.

## Definitions

### Childcare centre

A childcare centre is either a nonprofit organization whose board of directors is at least two-thirds composed of parent users, or a cooperative. In its facilities it provides spaces at the reduced contribution rate (\$7 a day).

### Daycare centre

A daycare centre is generally a for-profit organization that furnishes childcare in a facility. It is obligated to form a parents' committee. Most daycare centres, having signed an agreement with the Ministère de la Famille et des Aînés du Québec, offer space at the reduced contribution rate (\$7 a day).

Other daycare centres are not subsidized and can set their own contribution rate.

## Home childcare

Home childcare is a remunerated service provided by a person in a private residence.

If providers are recognized by a coordinating office, they provide educational childcare to a maximum of six children, of whom no more than two may be younger than 18 months. If another adult assists them, they may accept up to nine children (of whom no more than four may be younger than 18 months).

If providers are not recognized by a coordinating office, they may not accept more than six children.

For more information, contact the Ministère de la Famille et des Aînés du Québec. You can also check the childcare locator on the ministry's website at [www.mfa.gouv.qc.ca](http://www.mfa.gouv.qc.ca). This tool will help you find daycare centers located close to your home or workplace.

Ministère de la Famille et des Aînés du Québec  
425 rue Saint-Amable  
Québec City, QC G1R 4Z1  
or  
600 rue Fullum  
Montréal, QC H2K 4S7  
Québec City area: **418 643-4721**  
Elsewhere in Québec: **1 888 643-4721**

[www.mfa.gouv.qc.ca](http://www.mfa.gouv.qc.ca)

## Services for the deaf or hard-of-hearing who have a teletypewriter

The following numbers are for the exclusive use of the deaf or hard-of-hearing who have a teletypewriter.

### **Canada Revenue Agency**

Throughout Québec: 1 800 665-0354

### **Commission des normes du travail**

Throughout Québec: 514 864-3920

### **Government of Canada**

Service Canada: 1 800 926-9105 and 1 800 465-7735

### **Office des personnes handicapées du Québec**

Montréal area: 514 873-9880

Elsewhere in Québec: 1 800 567-1477

### **Régie de l'assurance maladie du Québec**

Québec City area: 418 682-3939

Elsewhere in Québec: 1 800 361-3939

### **Régie des rentes du Québec**

Throughout Québec: 1 800 603-3540

### **Revenu Québec**

Montréal area: 514 873-4455

Elsewhere in Québec: 1 800 361-3795

### **Services Québec**

Montréal area: 514 873-4626

Elsewhere in Québec: 1 800 361-9596

### **Société de l'assurance automobile du Québec**

Montréal area: 514 954-7763

Elsewhere in Québec: 1 800 565-7763

## Québec government portal

For any information on the programs and services of the Québec government, simply visit the Québec government portal at [www.servicesquebec.gouv.qc.ca](http://www.servicesquebec.gouv.qc.ca).

You can also call one of the following numbers:

[418 644-4545](tel:4186444545) (Québec City area),

[514 644-4545](tel:5146444545) (Montréal area) or

[1 877 644-4545](tel:18776444545) (Elsewhere in Québec).

### **Teletypewriter**

The deaf or hard-of-hearing can reach Services Québec using a teletypewriter.

Montréal area: [514 873-4626](tel:5148734626)

Elsewhere in Québec: [1 800 361-9596](tel:18003619596)

Photo: Solange Lambert



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## Emergency resources

### **Centre antipoison du Québec**

1 800 463-5060

[www.csssqc.ca/services/capq.php](http://www.csssqc.ca/services/capq.php)

*Information on what to do in the event of poisoning, downloadable brochures.*

### **Éducation coup-de-fil**

514 525-2573 / 1 866 329-4223

[www.education-coup-de-fil.com](http://www.education-coup-de-fil.com)

*Parents can consult professionals through this bilingual telephone service.*

### **Info-Santé**

Across Quebec, except for one region: 8-1-1

The far north (Terres-Cries-de-la-Baie-James and Nunavik): Look in the phone book under the heading "Centre de santé et de services sociaux."

*A nurse provides health advice*

*24 hours a day, seven days a week.*

### **La ligne parents**

514 288-5555 / 1 800 361-5085

[www.ligneparents.com](http://www.ligneparents.com)

*Bilingual telephone support for parents of children up to the age of 18 years.*

### **S.O.S Grossesse**

[www.sosgrossesse.ca](http://www.sosgrossesse.ca)

1 877 662-9666

*Telephone help line, referral and information for any questions about pregnancy, contraception and sexuality (in French only).*

### **SOS Violence conjugale**

514 728-0023 or 514 728-2353 / 1 800 363-9010

[www.sosviolenceconjugale.ca/ligne.html](http://www.sosviolenceconjugale.ca/ligne.html)

*Bilingual telephone service accessible 24 hours a day, seven days a week.*

## Professional associations

**Association des Allergologues et Immunologues du Québec** (*allergists and immunologists*)

514 350-5101

[www.allerg.qc.ca](http://www.allerg.qc.ca)

**Association des Obstétriciens et Gynécologues du Québec** (*obstetricians and gynecologists*)

514 849-4969

[www.gynecoquebec.com](http://www.gynecoquebec.com)

**Association des Omnipraticiens en périnatalité du Québec** (*general practitioners working in perinatal care*)

[www.aopq.org](http://www.aopq.org)

**Association des Optométristes du Québec** (*optometrists*)

514 288-6272 / 1 888 767-6786

[www.aoqnet.qc.ca](http://www.aoqnet.qc.ca)

**Association des Orthopédagogues du Québec**

(*special education teachers*)

514 374-5883 / 1 888 444-0222

[www.adoq.ca](http://www.adoq.ca)

**Association des Pédiatres du Québec** (*pediatricians*)

514 350-5127

[www.pediatres.ca](http://www.pediatres.ca)

**Société des Ostéopathes du Québec** (*osteopaths*)

514 524-6560

[www.soc-osteopathes.qc.ca](http://www.soc-osteopathes.qc.ca)

## Professional orders

**Ordre des Chiropraticiens du Québec** (*chiropractors*)

514 355-8540

[www.ordredeschiropraticiens.qc.ca](http://www.ordredeschiropraticiens.qc.ca)

**Ordre des Dentistes du Québec** (*dentists*)

514 875-8511 / 1 800 361-4887

[www.ordredesdentistesduquebec.qc.ca](http://www.ordredesdentistesduquebec.qc.ca)

**Ordre des Ergothérapeutes du Québec**

*(occupational therapists)*

514 844-5778 / 1 800 265-5778

[www.oeq.org](http://www.oeq.org)

**Ordre des Hygiénistes dentaires du Québec**

*(dental hygienists)*

514 284-7639 / 1 800 361-2996

[www.ohdq.com](http://www.ohdq.com)

**Ordre des Infirmières et Infirmiers du Québec**

*(nurses)*

514 935-2501 / 1 800 363-6048

[www.oiiq.org](http://www.oiiq.org)

**Ordre des Optométristes du Québec** *(optometrists)*

514 499-0524

[www.ooq.org](http://www.ooq.org)

**Ordre des Orthophonistes et Audiologistes du Québec**

*(speech-language pathologists and audiologists)*

514 282-9123 / 1 888 232-9123

[www.ooaq.qc.ca](http://www.ooaq.qc.ca)

**Ordre des Psychologues du Québec** *(psychologists)*

514 738-1881 / 1 800 363-2644

[www.ordrepsy.qc.ca](http://www.ordrepsy.qc.ca)

**Ordre des Sages-Femmes du Québec** *(midwives)*

514 286-1313 / 1 877 711-1313

[www.osfq.org](http://www.osfq.org)

**Ordre professionnel des Diététistes du Québec**

*(dietitians)*

514 393-3733 / 1 888 393-8528

[www.opdq.org](http://www.opdq.org)

**Ordre professionnel de la physiothérapie du Québec**

*(physiotherapists)*

514 351-2770 / 1 800 361-2001

[www.oppq.qc.ca](http://www.oppq.qc.ca)

**Ordre professionnel des Travailleurs sociaux  
du Québec** *(social workers)*

514 731-3925 / 1 888 731-9420

[www.optsq.org](http://www.optsq.org)

## Government agencies

### **Association québécoise d'établissements de santé et de services sociaux**

514 842-4861

[www.aqesss.qc.ca](http://www.aqesss.qc.ca)

### **Government of Canada – Health Canada**

[www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)

*Provides information on various topics related to children's health and safety.*

### **Government of Canada – Transport Canada – Car Time**

[www.tc.gc.ca/roadsafety/childsafety/menu.htm](http://www.tc.gc.ca/roadsafety/childsafety/menu.htm)

*This federal government site offers extensive advice on installing children's car seats and explanations concerning the seats.*

### **Gouvernement du Québec – Directeur de l'état civil**

514 864-3900 / 418 643-3900 / 1 800 567-3900

[www.etatcivil.gouv.qc.ca](http://www.etatcivil.gouv.qc.ca)

*Contact the Directeur de l'état civil to obtain birth certificates.*

### **Gouvernement du Québec – Ministère du Développement durable, de l'Environnement et des Parcs du Québec**

1 800 561-1616

[www.ceaeq.gouv.qc.ca/accreditation/palae/lla03.htm](http://www.ceaeq.gouv.qc.ca/accreditation/palae/lla03.htm)

*Lists laboratories accredited to check the quality of water from private wells.*

### **Gouvernement du Québec – Ministère de la Santé et des Services sociaux du Québec**

[www.msss.gouv.qc.ca](http://www.msss.gouv.qc.ca)

*Information on the services and publications available from the ministère de la Santé et des Services sociaux.*

### **Gouvernement du Québec – Office de la protection du consommateur**

1 888 672-2556

[www.opc.gouv.qc.ca](http://www.opc.gouv.qc.ca)

**Gouvernement du Québec –  
Régie de l'assurance-maladie du Québec**  
514 864-3411 / 418 646-4636 / 1 800 561-9749  
[www.ramq.gouv.qc.ca](http://www.ramq.gouv.qc.ca)

**Gouvernement du Québec –  
Régie des rentes du Québec**  
[www.rrq.gouv.qc.ca/en/enfants](http://www.rrq.gouv.qc.ca/en/enfants)  
*Information on the family allowance program.*

**Gouvernement du Québec – Société de l'assurance  
automobile du Québec – Secure them for Life**  
[www.saaq.gouv.qc.ca/publications/prevention/  
siege\\_an.pdf](http://www.saaq.gouv.qc.ca/publications/prevention/siege_an.pdf)  
*Complete information on the installation of children's  
car seats and includes a link to the children's car seat  
verification network.*

**Programme québécois de dépistage néonatal urinaire  
– Centre hospitalier universitaire de Sherbrooke,  
Hôpital Fleurimont**  
819 564-5253  
[www.formulaire.gouv.qc.ca/cgi/affiche\\_doc.  
cgi?dossier=3594&table=0](http://www.formulaire.gouv.qc.ca/cgi/affiche_doc.cgi?dossier=3594&table=0)  
*This bilingual service provides information  
on the hereditary metabolic diseases screening  
program available to all newborns.*

**Public Health Agency of Canada**  
[www.phac-aspc.gc.ca](http://www.phac-aspc.gc.ca)  
*Informations on a broad range of topics  
about health issues.*

**Secrétariat à l'adoption internationale**  
514 873-5226 / 1 800 561-0246  
[www.adoption.gouv.qc.ca](http://www.adoption.gouv.qc.ca)

## Associations, agencies and support groups

### Allergy Asthma Information Association

514 694-0679 / 1 866 694-0679

[www.aaia.ca](http://www.aaia.ca)

*Support and information on allergies.*

### Anaphylaxis Canada

416 785-5666

[www.anaphylaxis.ca](http://www.anaphylaxis.ca)

*Support and information for families living with anaphylaxis.*

### Association de parents de jumeaux et plus de la région de Québec

418 653-9607

[www.apjq.net](http://www.apjq.net)

*Organization that helps families in the Quebec City region who have experienced a multiple birth (in French only).*

### Association de parents de jumeaux et de triplés de la région de Montréal (APJTM)

514 990-6165

[www.apjtm.com](http://www.apjtm.com)

*The Association helps families in Montréal who have experienced a multiple birth (in French only).*

### Association de parents pour l'adoption québécoise

514 990-9144

[www.quebecadoption.net](http://www.quebecadoption.net)

*Promotes the adoption of children born in Quebec. Support, seminars and family activities.*

### Association québécoise des allergies alimentaires (AQAA)

514 990-2575

[www.aqaa.qc.ca](http://www.aqaa.qc.ca)

*Support, sharing and information on food allergies.*

### Association québécoise des consultantes en lactation diplômées de l'IBLCE

514 990-0262

[www.ibclc.qc.ca](http://www.ibclc.qc.ca)

*To obtain the list of breast-feeding consultants.*

### **CAA Québec – Child car seats**

[www.caaquebec.com/Automobile/SecuriteRoutiere/SiegesEnfants/Sieges-Auto-Enfants.htm?lang=en](http://www.caaquebec.com/Automobile/SecuriteRoutiere/SiegesEnfants/Sieges-Auto-Enfants.htm?lang=en)

*Web site that offers advice on the safe installation of child car seats as well as addresses of garages that will check to ensure that child car seats are properly installed.*

### **Canadian Child Care Federation**

613 729-5289 / 1 800 858-1412

[www.cccf-fcsg.ca](http://www.cccf-fcsg.ca)

*Ideas on a broad range of topics of interest to families, including outings, activities, care, and tips.*

### **Canadian Coalition for Immunization Awareness & Promotion**

613 725-3769 ext. 122

[www.immunize.ca](http://www.immunize.ca)

*Information on vaccines and the vaccination schedule, answers common questions and lists resources.*

### **Canadian Institute of Child Health**

613 230-8838

[www.cich.ca](http://www.cich.ca)

*Devoted to child and family health and offers parents numerous publications and resources.*

### **Canadian Paediatric Society – Caring for kids**

613 526-9397

[www.caringforkids.cps.ca](http://www.caringforkids.cps.ca)

*Information on children's health.*

### **Canadian Red Cross**

613 740-1900

[www.redcross.ca](http://www.redcross.ca)

*Information on Red Cross prevention and first aid courses for the parents of young children and on the course for babysitters.*

### **Centre de soutien au deuil périnatal**

1 866 990-2730

[www.csdeuilperinatal.ca](http://www.csdeuilperinatal.ca)

*Support offered to parents and workers affected by perinatal loss.*

### **Centre québécois de ressources à la petite enfance**

514 369-0234

[www.cqrpe.qc.ca](http://www.cqrpe.qc.ca)

*A variety of information on support groups, health organizations, suggested reading for parents, Web sites on parenting, etc.*

**Child Health Information Center  
– Hôpital Sainte-Justine**

[www.chu-sainte-justine.org/en/famille/cise](http://www.chu-sainte-justine.org/en/famille/cise)

*Indexed information bank with cards available for consultation or order. Also offers a variety of training programs for parents of children aged 0 to 6.*

**Éditions de l'Hôpital Sainte-Justine**

[www.chu-sainte-justine.org/editions/index.asp](http://www.chu-sainte-justine.org/editions/index.asp)

*The hospital's publications dealing with childhood and families listed on this site can be ordered online (in French only).*

**Extenso**

[www.extenso.org](http://www.extenso.org)

*Reference centre on human nutrition (in French only).*

**Family Resources Center of Quebec**

514 593-6997/1 800 361-8453

[www.crfq.org](http://www.crfq.org)

*Organization offering a wide range of services including a telephone help line, professional legal advice, a database of more than 2000 community resources and information sessions.*

**Family Service Canada**

613 722-9006

[www.familyservicecanada.org](http://www.familyservicecanada.org)

*The organization promotes families as the primary source of nurture and development of individuals. English and French.*

**Fédération des associations de familles  
monoparentales et recomposées du Québec**

514 729-6666

[www.fafmrq.org](http://www.fafmrq.org)

*The federation defends the rights and interests of single-parent and blended families in Quebec. Bilingual service is available in Montréal and some regions of Quebec.*

**Fédération du Québec pour  
le planning des naissances**

514 866-3721

[www.fqpn.qc.ca](http://www.fqpn.qc.ca)

*This bilingual service provides information on contraception and women's sexual health.*

**Fédération québécoise des organismes  
communautaires Famille**

450 466-2538

[www.fqocf.org](http://www.fqocf.org)

*Gathers together and supports family-oriented community organizations and helps ensure that the family has a place in Quebec society (in French only).*

**Info-circumcision**

[www.infocirc.org/index-e.htm](http://www.infocirc.org/index-e.htm)

*Documentation and professional references concerning circumcision.*

**Invest in Kids Foundation**

1 877 583-5437

[www.investinkids.ca](http://www.investinkids.ca)

*Promotes the healthy development of children up to the age of 5 years.*

**La Leche League**

1 866 255-2483

[www.lllc.ca](http://www.lllc.ca)

*Telephone support by recognized leaders.  
Books and breast-feeding accessories for sale.*

**Ligne J'ARRÊTE**

1 888 853-6666

[www.jarrete.qc.ca](http://www.jarrete.qc.ca)

*Information and support to individuals who wish to stop smoking (bilingual service).*

**Lifesaving Society**

514 252-3100 / 1 800 265-3093

[www.sauvetage.qc.ca/english/contenu-splash.asp?id=86](http://www.sauvetage.qc.ca/english/contenu-splash.asp?id=86)

*The Lifesaving Society (Société de sauvetage) is a provincial association dedicated to preventing drowning and water-related injuries through free advice on how to safely install a residential pool. The Society also offers a complete range of first-aid, lifesaving, resuscitation, and pleasure-craft courses.*

**Magazine Enfants Québec**

[www.enfantsquebec.com](http://www.enfantsquebec.com)

*Summaries of many articles about early childhood (in French only).*

**Nourri-Source**

514 948-9877 or 1 866 948-5160

[www.nourri-source.org](http://www.nourri-source.org)

*Telephone support, breast-feeding support meetings, prenatal information sessions, training and information, rental and sale of breast-feeding accessories (in French only).*

**Petit monde**

[www.petitmonde.com](http://www.petitmonde.com)

*Web site focusing on childhood and families (in French only).*

**Préma-Québec**

1 888 651-4909

[www.premaquebec.ca](http://www.premaquebec.ca)

*Quebec association for premature children (in French only).*

**Regroupement Naissance-Renaissance**

514 392-0308

[www.naissance-renaissance.qc.ca](http://www.naissance-renaissance.qc.ca)

*Breast-feeding support, post-natal assistance and other services (in French only).*

**Relevailles de Montréal**

514 640-6741

[www.relevailles.com/relevailles](http://www.relevailles.com/relevailles)

*Telephone support, courses, meetings, assistance at home, videotape lending and referrals (in French only).*

**RePère**

514 381-3511

[www.repere.org](http://www.repere.org)

*Assistance and support program for fathers. Service in French and English.*

**Réseau des centres de ressources périnatales**

418 603-3762

*Network to learn about the perinatal resource centre in your area (in French only).*

**Réseau québécois d'accompagnantes à la naissance**

1 866 NAISSANCE

[www.naissance.ca](http://www.naissance.ca)

*Information and referral centre to inform the public of services offered by members (doulas). In French only.*

**Safe Kids**

[www.sickkids.on.ca/safekidscanada/default.asp](http://www.sickkids.on.ca/safekidscanada/default.asp)

*Safe Kids Canada ensures the promotion of effective injury prevention strategies.*

**Serena**

514 273-7531 / 1 866 273-7362

[www.serena.ca](http://www.serena.ca)

*Promotes natural family planning methods.  
Service in French and English.*

**Service d'information en contraception  
et sexualité du Québec**

Quebec City 418 624-6808

Toll free 1 877 624-6808

[www.sicsq.org](http://www.sicsq.org)

*In French only.*

**Today's Parent**

[www.todaysparent.com](http://www.todaysparent.com)

*Parenting magazine Web site.*

The authors have chosen the organizations and references mentioned in this section because of their relevance to the users of this guide. However, the list is by no means exhaustive and neither the authors of the Institut national de santé publique du Québec are in any way responsible for the contents of the references indicated.



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## Conversion table

OUNCES (oz)	GRAMS (g)	POUNDS (lbs)	GRAMS (g)	POUNDS (lbs)	GRAMS (g)
1 oz	28 g	1 lb	454 g	17 lbs	7,711 g
2 oz	57 g	2 lbs	907 g	18 lbs	8,165 g
3 oz	85 g	3 lbs	1,361 g	19 lbs	8,618 g
4 oz	113 g	4 lbs	1,814 g	20 lbs	9,072 g
5 oz	142 g	5 lbs	2,268 g	21 lbs	9,525 g
6 oz	170 g	6 lbs	2,722 g	22 lbs	9,979 g
7 oz	198 g	7 lbs	3,175 g	23 lbs	10,433 g
8 oz	227 g	8 lbs	3,629 g	24 lbs	10,886 g
9 oz	255 g	9 lbs	4,082 g	25 lbs	11,340 g
10 oz	283 g	10 lbs	4,536 g	26 lbs	11,793 g
11 oz	312 g	11 lbs	4,990 g	27 lbs	12,247 g
12 oz	340 g	12 lbs	5,443 g	28 lbs	12,701 g
13 oz	369 g	13 lbs	5,897 g	29 lbs	13,154 g
14 oz	397 g	14 lbs	6,350 g	30 lbs	13,608 g
15 oz	425 g	15 lbs	6,804 g	31 lbs	14,061 g
16 oz	454 g	16 lbs	7,257 g	32 lbs	14,515 g

### KEY

1 ounce (oz) = 28 g  
 1 livre (lb) = 454 g  
 1 kilogramme (kg) = 1,000 g  
 1 kilogramme (kg) = 2.205 lbs

### EXEMPLE

6 lb et 10 oz = 3,005 g  
 or 3.005 kg

### LIQUID MEASURES

1 oz = 30 ml  
 1 tasse = 240 ml  
 1 teaspoon = 5 ml  
 1 tablespoon = 15 ml

To convert Fahrenheit  
 degrees into  
 Celsius degrees:

$$^{\circ}\text{C} = \frac{(^{\circ}\text{F} - 32) \times 5}{9}$$

To maintain a tradition of scientific rigour and ensure ease of use, we ask you, the users of *From Tiny Tot to Toddler*, to share with us your comments and your expectations concerning the future edition of the guide.

Please fill out the evaluation form below and send it to:

**Institut national  
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## Tell us what you think

1. Has this guide been useful to you? In what way?

---

2. Who around baby use the guide and at which **frequency**?

- Father: \_\_\_\_\_
- Mother: \_\_\_\_\_
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---

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---

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- other?