

## How to Complete This Application

Please **carefully** read the following information before completing your application.

### When completing your application:

- Please print clearly.
- Please complete **all** sections of the application form. Failure to do so may result in a delay in the application process.
- Please ensure the application is signed by the Child Care Program Supervisor/Contact Person (to verify all children's parents **are engaged in** an approved activity); **and** applicable consultant, i.e. Early Interventionist (see Section F of application).

Your completed application form can be mailed, faxed or delivered to:

Karen Pozzebon  
Community and Health Services Department  
Family and Children's Services Branch  
17250 Yonge Street  
Newmarket, ON L3Y 6Z1

Phone #: (905) 830-4444, Ext. 2040 or  
Toll-free at 1-877-464-9675, Ext. 2040  
Fax #: (905) 895-5045

### Please Note:

- First-time applications may be submitted at any time.
- Applications to request continued funding must be submitted by the re-application deadline dates in May and November of each year.

- The Community Program Coordinator reviews all applications; ensures eligibility criteria are met; registers all new applicants on the Wait List and presents applications to the Review Sub-Committee.
- The Review Sub-Committee meets a minimum of two times per year to review applications and make funding recommendations.
- Funding approvals are managed within the approved annual budget.
- As funding becomes available, applications on the Wait List are addressed on a first-come, first-serve basis.
- Once an initial application is approved, a re-application must be submitted for further funding.

## Application Checklist

Before you submit your application, make sure you have:

- completed **all** sections of the form
- obtained the required two signatures in Section F of the application

If you do not complete all sections or are missing signature(s), your application may be considered incomplete and will not be processed until the information has been received.

## Funding Approvals Process: