

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 attach a letter of employment or education schedule for each parent/guardian verifying the days and hours of the approved activity (see Section B of application).
- Please ensure the application is signed by the parent/guardian, Child Care Program Supervisor, **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 three signatures in Section F of the application
- attached the required letter of employment or education schedule for each parent/guardian

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

Funding Approvals Process: