



City of Hamilton  
 Canada-Wide Early Learning and Child Care  
 Directed Growth Application Package Checklist

Please determine which scenario applies to your situation, and complete one of the checklists below and include in your submission.

<b>Scenario 1</b>	
Current city of Hamilton licensees who are CWELCC-participating and wishing <b>to increase</b> their licensed capacity of CWELCC-eligible spaces at an existing centre.	
<input type="checkbox"/>	Complete a Licence Revision Request in the <a href="#">Child Care Licensing System</a>

<b>Scenario 2</b>	
Current city of Hamilton licensees who are CWELCC-participating and wishing to <b>open a new child care site (location)</b> , not yet licensed.	
<input type="checkbox"/>	Complete a new Licence Request in the <a href="#">Child Care Licensing System</a>
<input type="checkbox"/>	A Lease, 'Letter of Intent' to Lease or "Offer to Lease" (preferred *non-binding)

<b>Scenario 3</b>	
Current city of Hamilton licensees wishing <b>to enrol</b> in CWELCC and (if applicable) revise licensed capacity.	
<input type="checkbox"/>	Complete a Licence Revision in the <a href="#">Child Care Licensing System</a>

<b>Scenario 4</b>	
Prospective licensees wishing to <b>open a new child care site (location) in the city of Hamilton</b> , not yet licensed.	
<input type="checkbox"/>	Complete a new Licence Request in the <a href="#">Child Care Licensing System</a>
<input type="checkbox"/>	A Lease, 'Letter of Intent' to Lease or "Offer to Lease" (preferred *non-binding)

<b>ALL Scenarios</b>	
<input type="checkbox"/>	City of Hamilton Directed Growth Application
<input type="checkbox"/>	City of Hamilton Budget Template

<b>Start-Up Grant Applicants</b>	
All licensees who are requesting financial support must demonstrate the need.	
<input type="checkbox"/>	Materials and furnishing estimate- submit as one compiled document.
<input type="checkbox"/>	Contractor quote for renovations/retrofits – include identified timelines.

**Confirmation –**

By signing, I confirm that I have included the above documents as part of my CWELCC Directed Growth Application Package

Date	Signature

To Submit through the online [Child Care Document Submission](#)

\* non-binding disclaimer unless you are prepared to operate outside of the CWELCC system.