



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.

Scenario 1	
Current licensees who are CWELCC-participating and wishing to increase their licensed capacity of CWELCC-eligible spaces at an existing centre.	
	Complete a Licence Revision Request in the Child Care Licensing System
	City of Hamilton Directed Growth Application
	Application Package checklist

Scenario 2	
Current licensees who are CWELCC-participating and wishing to open a new child care site (location) , not yet licensed.	
	Complete a new Licence Request in the Child Care Licensing System
	City of Hamilton Directed Growth Application
	Application Package checklist

Scenario 3	
Current Licensees wishing to enrol in CWELCC and (if applicable) revise licensed capacity.	
	Complete a Licence Revision in the Child Care Licensing System
	City of Hamilton Directed Growth Application
	City of Hamilton Budget Template
	Application Package checklist

Scenario 4	
Prospective licensees wishing to open a new child care site (location) , not yet licensed.	
	Complete a new Licence Request in the Child Care Licensing System
	City of Hamilton Directed Growth Application
	City of Hamilton Budget Template
	Application Package checklist

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](#)
DUE by April 5th, 2024