

Tips for Completing Child Care Application

1. Please read all instructions carefully. You will see some questions with a star (*) next to them. You must answer these questions.
2. You must save a copy of this PDF application to your personal computer or device.
3. If at any time you choose to stop completing the application for email submission, you may save the information you have entered up to the point you choose onto your personal computer or device.
4. You can send the completed application via email to 4ccap@four-c.org or via fax to 815-758-2227. Sending via email is preferable however if you don't have access to email you can send it through fax or mail to us at 4-C 155 N Third Street Suite 300 DeKalb IL 60115
5. When you send in your application make sure to submit your supporting documentation such as pay stubs, school schedule or grades.
6. Make sure to sign the application and an electronic signature is acceptable.
7. Your provider will need to complete pages 8, 9, 11, 12 and 13. You can either email your provider your completed portion of the application for them to enter their information into and send back to you or your provider can send in the completed application to 4ccap@four-c.org or print off your completed portion of the application and take it to your provider to fill out their pages. If you print off the application if you have the ability to scan in the fully completed application and then send it via email to 4ccap@four-c.org
8. Please print or save a copy of the completed application. Maintain copies of the completed application and supporting documentation for your records.