



## Early Learning Scholarship Checklist

The Early Learning Scholarship is intended to support working families in meeting the high cost of quality care for children six weeks through age 6 (pre-school only) in full day/full year settings or attending wrap around care blended with a public preschool program.

Providers, please use the following checklist to assure that you have filled out and signed the proper documents, along with submitting all supporting documents needed.

- \_\_\_\_ Early Learning Scholarship Family Application
  - \_\_\_\_ Signed and dated by Parent
- \_\_\_\_ Copy of childcare subsidy determination letter
  - \_\_\_\_ Signed and dated by Parent
- \_\_\_\_ Last three paycheck stubs of each adult living in the household
- \_\_\_\_ Childcare Provider Agreement
  - \_\_\_\_ Signed and dated by the Director/Owner
- \_\_\_\_ Daily Enrollment Sheet for each Child applying
- \_\_\_\_ Copy of Provider's rates
- \_\_\_\_ An invoice for the enrollment fee (only if bill is past due)
  - \_\_\_\_ Must show dates being billed
  - \_\_\_\_ Child name
  - \_\_\_\_ Amount owed

**We encourage you to reach out if you have any questions.**

Please contact us at [assistant@bcchp.org](mailto:assistant@bcchp.org) or at (308) 865-2288.