

January 6, 2016

Dear Sunnyvale Child Care Provider,

You're invited to participate in the **City of Sunnyvale's 4th Annual
Child Care Fair**
to be held on Saturday, March 12, 2016
from 11 a.m. – 2:00 p.m.
at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale

The Department of Library and Community Services – Youth and Family Resources is dedicated to promoting family-friendly events, community resources and supporting families and providers with child care and early education resources. We're excited to offer our Sunnyvale child care providers an opportunity to exhibit their child care programs and to meet-and-greet little ones and their families in search of local child care. There is no charge for you to participate and it's open to all of our licensed child care centers and family child care home providers in Sunnyvale.

How to participate: Child care centers and family child care home providers must have a current and active state license and be in good standing with the Community Care Licensing Division. All providers must be in Sunnyvale. Providers with a non-Sunnyvale address cannot participate. You must complete a Child Care Fair application and agreement form (attached) to participate. **The deadline to apply is Monday, February 15, 2016.** Applications can also be downloaded at childcare.inSunnyvale.com.

Cost: There is no cost to exhibit your child care information at the child care fair. No cost for families to attend the day of the fair either.

What the City will provide: The fair will take place indoors in the Library's Program Room. An 8 ft. table will be divided and shared by two different providers. Each provider will receive a space of 4.75 ft. x 2.5 ft. and two chairs max. per side. Electricity will NOT be available. Your child care information will be listed in our hand-outs and/or our website to encourage attendance.

How to return your child care fair application and agreement:



Via Email: childcareresources@sunnyvale.ca.gov Email is the best method to return your application. It can be scanned and submitted in any format (*pdf, jpeg, etc*)



Via U.S. Mail or in person:

Mail your application or stop by in person M-F from 8 a.m. – 5 p.m. at
Columbia Neighborhood Center Attn: Youth and Family Resources
785 Morse Avenue, Sunnyvale, CA 94085



Via Fax: Fax your application to (408) 523-8158

Please note that space is limited and eligible applications will be accepted in the order received. Registration will close when all exhibitor slots are filled which can occur before the deadline. We encourage you to apply as soon as possible. Incomplete or unsigned applications will be declined and returned.

You will be sent an email receipt when your application is received. A confirmation letter with logistics, details for the day-of, and cancellation policy will be mailed after licensing status is confirmed. For questions, email childcareresources@sunnyvale.ca.gov or call (408)730-7805 or 730-7355.

We look forward to your participation in the 2016 Child Care Fair.