



**EL DORADO COUNTY  
EARLY CARE AND EDUCATION  
PLANNING COUNCIL**

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**EESAP: Early Education Staff Assistance Program  
Site Application**

Please complete a separate application for each site.

Site Name: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Contact's Social Security Number (required for access to the subfinder system): \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_  
Street City Zip

Site Telephone Number: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Dates of Scheduled Closure (i.e. holidays, vacations): \_\_\_\_\_

Site remains open year round:  Yes  No

**Complete the attached list of site employees.**

I have read and understand the El Dorado County EESAP program administrator responsibilities and agree to attend orientation training for the automated sub-finder system. In addition, I understand the sub-finder system requires a touch tone phone, minimal toll calls, access to a fax machine and access to a copy machine.

\_\_\_\_\_  
Signature of Site Administrator

\_\_\_\_\_  
Date



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**Site Employee Listing**

<b>Employee:</b>	<b>Site Address:</b>	<b>Home Phone #:</b>	<b>Job Title:</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Please complete and return to:

**Kathi Walker, Coordinator  
Early Care and Education Planning Council,  
6767 Green Valley Road, Placerville, CA 95667**