

7. Provision of Day Care Program and Services

This type of program is intended for 3-4 years old children. The parents will register them at the Day Care Center in the barangay where they are presently residing. They will attend Day Care Sessions for 52 weeks incorporated in the Early Childhood and Development Care modules, under the care of Child Development Workers. They are also provided with Supplemental Feeding funded by the DSWD Regional Field Office IV-A. This program aims to protect children from all forms of abuse, neglect and exploitation.

Office/ Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Children who are 3-4 years of age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registration form (1 original)		Child Development Worker assigned at the Day Care Center in their barangay		
Birth Certificate of the minor (1 Photocopy)		Minor's parents/PSA/Local Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the posting of schedules at the Day Care Center and Barangay Hall. 1.2 Parents of the children who would like to avail of the program and services should go to the Day Care Center and express his/her desire to enroll/register his/her child. They will see posting of schedules at the Day Care Center and Barangay Hall.	1. Prior to the registration, Go to their respective Day Care Centers and post the schedule of registration for the Day Care children, together with the needed requirements. 1.2 Welcomes every parent who would like to register his/her child at the Day Care Center, provides information about the Day Care Program and Services	None	1 Month Prior to the day of registration	<i>Designated Child Development Worker</i>
		None	20 Minutes	<i>Designated Child Development Worker</i>
2. Approach the Child Development Worker at the Day Care Center, present and	2. Check and validate the submitted requirements	None	2 Minutes	<i>Designated Child</i>

submit the needed requirements.				<i>Development Worker</i>
3.Fill –out the registration form	3. Assists the parent in accomplishing the form	None	3 Minutes	Designated Child Development Worker
4.Submit duly accomplished	4. Accept the accomplished registration form and other requirements	None	1 Minute	Designated Child Development Worker
5. Claim the proof of registration, sign the logbook to acknowledge receipt.	5. Register the child's name on the master list of enrollees/registered children for the current Day Care Year.	None	2 Minutes	Designated Child Development Worker
TOTAL			3 hours/session and 28 Minutes	

(Provision of Day Care Program and Services) is qualified for multi-stage processing.