

Please print all Information
BIODATA

<p style="text-align: center;"><u>CHILD</u></p> <p>Name: _____ First Last</p> <p>Sex: Male _____ Female _____</p> <p>Date of Birth ____ DD ____ MM ____ YY</p> <p>Social Security Number: _____</p>	<p style="text-align: center;"><u>PARENT / GUARDIAN</u></p> <p>Name: _____ First Last</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Drop Off Time: _____ Pick Up Time: _____</p>
<u>INFORMATION ON CHILD</u>	
<p style="text-align: center;"><u>HEALTH</u></p> <p>Allergies? _____</p> <p>Is the child suffering from a serious illness? Yes _____ No _____</p> <p>If yes, what? _____</p> <p>Does the child have a chronic illness? Yes _____ No _____</p> <p>If yes, what? _____</p> <p>Is the child presently receiving any medication? Yes _____ No _____</p> <p>If yes, which medication? _____</p> <p>Dosage? _____</p>	<p style="text-align: center;"><u>SOCIAL</u></p> <p>Religious Denomination _____</p> <p>Emergency phone number: _____</p> <p>Emergency contact address: _____</p> <p>Name of person responsible for collecting child: _____ _____</p> <p>Number of Brothers ____ Number of sisters ____</p> <p>Position in the family. e.g. 1st, 2nd. ____</p> <p>Bathing is done in emergencies only. Eg. Vomiting, high fever, etc.</p>
<u>NUTRITION</u>	
A healthy snack will be provided at 8:45 a.m. followed by a nutritious meal at 11:30&11:40 a.m. and another snack at 3:30 p.m.	
<u>PERMISSION SECTION</u>	
I give permission for my child to go on city tours with his/her care provider(s). He/she can be taken to the city parks, window shopping, and other public places within city limit. e.g. library Yes _____ No _____	
Name of person completing this form _____ (_____) First Last Relationship to Child	
Signature _____ Date _____	
<p>This section is for official use only</p> <p>FULL DAY FEE: _____ DATE OF ADMISSION _____</p> <p>HALF DAY FEE: _____ REGISTRATION FEE _____</p> <p>¾ DAY FEE : _____ DAYCARE FEES _____</p> <p>METHOD OF PAYMENT : WEEKLY ____ BI MONTHLY ____</p> <p>MONTHLY _____</p>	<p>Remarks:</p> <p>_____</p> <p>_____</p>

PARENT INTERVIEW FORM

IMPORTANT INFORMATION ABOUT YOUR CHILD

CHILD'S NAME _____

DATE OF BIRTH _____

AGE _____

Has he/she ever been in day care before? YES/NO

MEDICAL INFORMATION

Has he/she had any childhood illnesses? YES/NO

If yes what illnesses? _____

Has he/she ever been hospitalize? YES/NO

For how long? _____ For what cause? _____

RESTING HABITS

When does he/she wake up in the mornings? _____

Does he/she take a nap? _____ For how long? _____

EATING HABITS

Does he/she eat well? YES/NO

What does he/she like to eat? _____

What does he/she not like to eat? _____

How often does he/she eat? _____ At what times? _____

Are there any food that he/she is allergic to? _____

TOILET TRAINING

Is he/she toilet trained? YES/NO At what age was he/she trained? _____

PLAY ACTIVITIES

Are there any favorite toys that he/she enjoys? _____

OTHERE COMMNETS

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
DAY CARE CENTER
EMERGENCY INFORMATION RECORD**

Child's name _____

Home address _____ Home Phone _____

Father's name/Husband Place of Employment Bus. Phone
(or guardian)

Mother's name/Wife Place of Employment Bus. Phone
(or guardian)

Please fill in information below so that the school may act more effectively in event of illness or injury to the child.

EMERGENCY: Person to be called if parent (mother or father) cannot be reached.

Name Address Phone

Date Parent's Signature (or guardian)

Y.W.C.A. DAYCARE CHARGES

Full Day

7:30 a.m. – 5:30p.m. **\$55.00 weekly**

½ Day

7:30 a.m. – 12:45p.m. or 11:15 a.m. – 5:30 p.m. **\$35.00 Weekly**

¾ Day

7:30 a.m. –12:45 p.m. (goes to preschool then comes back to daycare) 3:20 p.m. –5:30 p.m. **\$45.00 Weekly**

A nonrefundable registration fee of \$30 is required.

If the child **comes for any part of the day** the fee is \$15.00 per day.

If the child is **absent for two days of the week**, the full fee is to be paid for the week.

If the child **comes or two days in the week**, the payment is \$15.00 per day.

If the child **is absent for the week** no fee is required.

\$10.00 worth of pantry goods will be requested for each late pick up (after 5:30 p.m.).

A fee of \$10.00 will be charged to your account for late payment of weekly/bi-weekly fees.

PLEASE NOTE CAREFULLY

Payment must be made on **Monday** of each week. Allowance is made for payment on any day of the week for that week.

If arrangements have been made with the manager for **15th/30th** payments, this must be done on **TIME!**

Please make sure that your payment arrangement to us is your first priority.

Arrears must not be owed or more than **FIVE DAYS**, as this will result in discontinuation of our services to you so that space can be given to another client on our waiting list.

Please note:

- **No hair beads or very small clips are allowed due to the infants in our care.**
- **A weekly donation of fruits is requested. These are served at snack/lunch time. You will be assigned a fruit or vegetable.**
- **A monthly donation of 1 pk. toilet paper, 1 roll paper towel and liquid hand soap is requested.**
- **Harvest donation in October**
- **Fund raisers are held throughout the year. The major ones are: Valentines Bag Sale in February and Day Care Prince/Princess in March. You are expected to participate fully in these events.**
- **Picking up a child s discouraged during nap time (1:00 p.m. – 2:00 p.m.)**

Bag Pack

3 Months to 1 year

- 5 diapers
- If bottle fed, the mix is placed in the amount of bottles she/he takes for the day
- 1 pk. wipes (preferably in container)
- Powder, lotion (if the child uses these)
- 2 change of clothes
- 1 warm jacket daily
- 1 hard cover/pages picture book
- 1 sturdy toy

Weekly Donations: Fruits/Vegetables; a fruit or vegetable will be assigned to you.

Monthly Donations (for 1 year olds): 1 pk. toilet paper, 1 roll paper towel, 1 liquid hand soap.

For 1½ to 2½ Years

- 3 diapers and 4 panties or briefs
- If bottle fed, mix is placed in the amount of bottles she/he takes for the day
- 1 sipper cup
- 1 pk. wipes (preferably in container)
- Powder, lotion (if the child uses these)
- 2 change of clothes
- 1 warm jacket daily
- 1 hard cover/pages picture book
- 1 sturdy toy

Weekly Donation: Fruits/Vegetables; A fruit or vegetable will be assigned to you.

Monthly Donations: 1 pk. toilet paper, 1 roll paper towel, 1 liquid hand soap.

3 to 4 Years (Preschoolers)

- 1 hard cover/pages story book
- 1 change of clothes
- 1 panty or brief
- 1 pk. wipes (preferably in container)
- 1 sweater or jacket daily
- 1 sturdy toy

Weekly Donation: Fruits/Vegetables; A fruit or vegetable will be assigned to you.

Monthly Donations: 1 pk. toilet paper, 1 roll paper towel, 1 liquid hand soap.

¾ Day (Preschoolers)

- Uniform on a hanger
- Underwear and socks
- Snacks for Preschool
- Girls must also have tights
- 1 pk. wipes (preferably in container)
- Powder, lotion (if the child uses these)
- Warm jacket daily
- 1 hard cover/pages picture book
- 1 sturdy toy

Weekly Donation: Fruits/Vegetables; A fruit or vegetable will be assigned to you.

Monthly Donations: 1 pk. toilet paper, 1 roll paper towel, 1 liquid hand soap.

YWCA DAYCARE MENU				
Toddler and Preschoolers				
Monday	Tuesday	Wednesday	Thursday	Friday
Mid-Morning Snacks 9:00 a.m.				
Fruits- Banana	Fruits- Apple	Fruits- Papaya	Fruits- Watermelon & Cantaloupe	Fruits- Papaya
LUNCH 10:45 a.m. – Morning Sessions ----- 11:30 a.m. Afternoon Sessions				
Ground chicken and macaroni and cheese dinner Juice Water	Chicken soup with vegetables & white rice Water	vegetable rice w/ Ground Steak Orange Juice water	Stew Beans White rice & Chicken Strips Water	Spaghetti & Cheese w/ tomato sauce Juice Water
Evening Snacks 3.00 p.m.				
Fruits- Apple Water	Fruits- Banana Water	Fruits- Apple Water	Fruits- Banana Water	Cereal & Fruits Water

Items are interchangeable. A meal of rice and beans, stewed chicken and potato salad, fruit punch and ice-cream is served when there is a birthday party.

DAYCARE TIMETABLE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30 - 8:20	Arrival and Breakfast		Arrival and Breakfast		Arrival and Breakfast
8:20 – 8:50	Devotion and Circle Time			Devotion and Circle Time	
8:50 – 9:00	Exercise	Exercise	Exercise	Exercise	Exercise
9:00 – 9:30	Snack and		Grooming (P.M. Preschoolers)		
		Park Day		Park Day	
9:30 – 10:10	Free Play (Toy Corner)		Free Play (Toy Corner)		Free Play (Toy Corner)
10:10 – 10:15	Clean Up		Clean Up		Clean Up
10:15 – 10:30	Motor Skills	Motor Skills	Motor Skills	Story Time	Video Alphabets/Numbers Opposites/Colors
10:30 – 10:45	Preparation	For	Lunch	Time	for P.M. Preschoolers
10:45 – 11:10	Lunch	For	P.M.	Preschooler	and Toddlers
11:10 – 11:20	Preparation	For	Lunch	Time	for P.M. Preschoolers
11:20 – 11:45	Lunch		For	A.M.	Preschoolers
11:45 – 12:20	Preparation of A.M. Preschoolers for Nap Time			& Educational Videos for all	
12:20 – 12:30	RESTROOM CHECK			RESTROOM CHECK	
12:30 – 1:00	Soft Music in Preparation for Nap Time				
1:00 – 2:30	NAP TIME (with 1:30/2:00 p.m. restroom check)				
2:30 – 3:00	Grooming (change clothes)				
3:00 – 3:30	Snack		and	Water	
3:30 – 4:00	Pledges, National Symbols, Days of the Week, Months of the Year, Counting in English and Spanish ABC Song				Educational Video
4:00 – 4:15	STORY TIME				
4:15 – 4:45	Paper Work	Picture Reading	Games	Show Case	
4:45 – 5:30	Preparing For Departure /Free Play				

