

FAMILY CONNECTIONS

Child Care Provider

Enrollment Form

By completing and returning this form to Family Connections, you will receive:

- ❖ Child care referrals to families.
- ❖ Quarterly newsletters full of information about child care.
- ❖ Information and access to low-cost child care training classes.

Call us, we are here to help.

Family Connections
541-917-4899; (800-845-1363)

-Se habla Español -

BASIC INFORMATION

Name: _____

ID: _____ -- / ____ / ____ Year
Last 5 Digits Social Sec. No. Month Day Date of Birth (ie. 05/09/1974)

Business Name: _____

Phone: _____ 2nd: _____

Email: _____

Street Address: _____

City: _____ Zip: _____

Mailing Address: _____

City: _____ Zip: _____

LICENSE

Are you: Registered Certified Exempt (*Not Regulated by CCD*)

Registration #: _____ Expires: _____

CHILDREN IN CARE

Desired Capacity (exclude your own children): _____

Age Range Served From: _____ To: _____

Current Openings (# and ages): _____

Do you have children of your own? Yes No

What are their ages now? _____

SCHOOLS

Which public school serves your neighborhood? _____

Which schools are you willing to transport to? _____

(continued on Page 2)

TRANSPORTATION

- Transportation Provided Close to School Bus
 Near Public Transportation Walking Distance to School

LANGUAGES

Primary Language: _____

Other Languages Spoken: _____

Sign Language? Yes No

DAYS & HOURS CARE IS PROVIDED

	Start Time	End Time
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		
Sun.		

EXTENDED HOURS

- Mark all you will consider or accept on a regular basis.*
- Early Morning (3 a.m. to 5:59 a.m.)
- Evening (after 6:30 p.m.)
- Overnight (10 p.m. to 3 a.m.)
- Weekend (regular care Sat. and/or Sun.)
- Occasional Early Morning
- Occasional Evening
- Occasional Overnight
- Occasional Weekend
- Flexible a.m.
- Flexible p.m.

EXTENDED SERVICES

- Mark all you will consider or accept on a regular basis.*
- Back-Up
- Before School
- Rotating Schedule
- Temp/Emergency
- After School
- Respite (Short-Term Relief Care)

RATES

Infant (Under 1 yr) _____

Toddler (1 yr-2 yr) _____

Preschool (2 yr-1st gr) _____

School Age (1st gr-13 yr) _____
During School Year

School Age (1st gr-13 yr) _____
During Summer

HOURLY RATES

	Part-Time	Full-Time
Infant (Under 1 yr)		
Toddler (1 yr-2 yr)		
Preschool (2 yr-1 st gr)		
School Age (1 st gr-13 yr) <i>During School Year</i>		
School Age (1 st gr-13 yr) <i>During Summer</i>		

MONTHLY RATES

	Part-Time	Full-Time
Infant (Under 1 yr)		
Toddler (1 yr-2 yr)		
Preschool (2 yr-1 st gr)		
School Age (1 st gr-13 yr) <i>During School Year</i>		
School Age (1 st gr-13 yr) <i>During Summer</i>		

Back-Up Care Rates: _____

ADDITIONAL FEES

- Please check all that apply.*
- Registration Fee
- Deposit
- Materials/Book Fee
- Charge for Transportation
- Extra Charge for Meals
- Activity Fee
- Other Fees

Other: _____

GUIDELINES FOR COMPLETING FAMILY CONNECTIONS CHILD CARE PROVIDER ENROLLMENT FORM

Please use following definitions to help you fill out the form.

Please call Family Connections with questions and/or for assistance with completing the child care enrollment form.

FAMILY CONNECTIONS

(541) 917-4899, (800) 845-1363

~ID~

A unique number to identify providers across the child care community. The format of the number is the last five numbers of your social security number followed by your birth date (For example: 8 6 9 5 1 - - 0 5 / 0 9 / 1 9 7 4).

~ENVIRONMENT~

No Smoking on Premises: No smoking allowed by ANY individual ANYWHERE on the child care premises/facility at ANYTIME.
Pets Separate from Children: Keeps pets separated from child care.
Completely Fenced Yard: Yard which is fenced on all sides.
No TV: TV is not on during child care hours.
Monitored TV: Monitors the amount/kind of TV children in care are allowed to watch.
Outdoor Play Area: Access to an outdoor play space.
Covered Outdoor Play: Access to covered outdoor play.
Outdoor Play Structure: Access to an outdoor play structure, for climbing, swinging, etc.

~MEALS~

USDA Food Program: Participates in the USDA Food Program. *Provider must be certified, registered, or DHS-listed to participate in this program.*
Provides Breakfast/Lunch/Dinner/Snacks: Supplies meals/snacks.
Parent Must Bring Meals: Parent supplies meals or snacks.
Special Meal Requests Accommodated: Accommodate special meal requests (religious, vegetarian, and medical diets).
Breastfeeding Supported: Supports and works with mothers who want to breastfeed her child in care.

~FINANCIAL ASSISTANCE~

Willing to Accept DHS: ACCEPTS DHS subsidy for part or all of child care charges.
Not Willing to Accept DHS: DOES NOT ACCEPT the DHS subsidy for payment.
DHS Listed: Currently listed with DHS.
Qualified for DHS Enhanced Rate: Qualified by DHS to receive higher enhanced subsidized rate.
Multi-Child Discount: Discount for more than one child in care from the same family.
Offers Sliding Fee Scale: Maintains a written policy in which fees are adjusted according to family income.
Rates Negotiable: Willing to negotiate rates on a case-by-case basis.
Offers Scholarship: Offers scholarships to assist with child care expenses.
Free to Income Eligible: Services are free to children/families meeting certain income criteria.
Parent Co-Op: Parents participate as a care cooperative. Typically there is reduced or no charge.

~POLICIES~

Written Contract: Written contract for child care arrangements.
Written Policies: Provide written policies that apply to child care business. May include pickup times, additional fees, etc.
Liability Insurance: Provider has business liability insurance.
Have Substitute Provider: Substitute available for temp/ fill-in care.
References: Provide references about your child care business.

Policies – Continued:

Pay for Slot Whether Child is in Care or Not: Policy that families pay for time they commit to even if a portion of time is not used.
Charges Late Fees: Charge fees for families who are late picking up their child/children.
Must be Potty Trained: Only accept children who are potty trained.
Needs Payment in Advance: Require fees paid in advance.

~SPECIAL SKILLS TRAINING~

Inclusion: Training on including children with special needs in your child care setting.
Domestic Violence/Abuse: Training on working with families and children who have been victims of domestic violence and/or abuse.
Behavioral Issues: Training on how to deal with children with a variety of challenging behaviors.
Medical Support: Medical support training.
Diversity Training: Training on creating child care environments encouraging diversity of ethnicity, gender, culture and age.

~SAFETY/REGISTRATION TRAINING~

First Aid: First aid certification is current.
Infant/Child CPR: Infant/child CPR (cardio-pulmonary respiration) certification is current.
Recognizing and Reporting Child Abuse and Neglect: Training on Recognizing and Reporting Child Abuse and Neglect.
Food Handler's Permit: Food handler certification is current.
Family Child Care Overview: Taken the Overview class for prospective family child care providers.

~SPECIAL NEEDS EXPERIENCE & KNOWLEDGE~

Diapering/Toileting Assistance: Knowledge and/or experience assisting children older than the typical age at which children are toilet trained.
Medication Monitoring: Knowledge and/or experience administering medicines.
Specialized Equipment: Knowledge and/or experience with specialized equipment for children with special needs. (For example: walkers, modified high chairs, breathing devices)
Wheelchair Access: Wheelchair can easily enter and move within the environment.
Accessible Bathroom: Bathroom equipment is accessible and has necessary aids for safe use.
No Experience/Willing to Learn: No experience/training in the care of children with special needs but willing to learn how.

~ADDITIONAL SERVICES~

Homework Assistance: Assist the children in care with homework.
Children's Activities: Plan activities for the children in care (art, cooking, etc).
Field Trips: Include field trips as a part of your program.
Additional Lessons: Offer additional lessons (music, dance, etc).
Computer: Assists children with the use of a computer.
Organized Outdoor Activities: Offer organized outdoor activities, such as team sports.
Religious Curriculum: Specifically teach religion.
Preschool Curriculum: Offer a preschool curriculum for 3- to 5-year-olds, whether or not they operate a part-time preschool program.