



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	
AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.	None	1 Month Prior to the day of registration	<i>Designated Child Development Worker</i>
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	20 Minutes	<i>Designated Child Development Worker</i>
2. Check and validate the submitted requirements	None	2 Minutes	<i>Designated Child Development Worker</i>
3. Assists the parent in accomplishing the form	None	3 Minutes	Designated Child Development Worker
4. Accept the accomplished registration form and other requirements	None	1 Minute	Designated Child Development Worker
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.