

Child Care Intake Form

Dear Child Care Center,

Care About Childcare at Children's Service Society is a non-profit organization whose mission is to promote quality child care through education and support. One service we provide is free advertising for child care providers by offering referrals to regulated programs to families in the community.

Your program currently is not receiving referrals!

By providing us with the information requested in this packet, Care About Child Care at CSS will refer your program to parents in the community whose needs match what things your program offers. We strive to maintain accurate information about each child care provider who is receiving referrals so that we only give your name out when you have openings and your program pulls up as a match for what parents have requested. Because we receive funding from the Utah State Office of Child Care our referral services are free for both parents and providers.

Some of the information requested in this packet will be used to provide statistical information to the Utah Office of Child Care to educate the state on child care issues. Even if you are not interested in receiving referrals for child care, we ask that you still complete and return this survey so that the information about your program can be used to provide accurate data about child care in the state (simply answer no to the question "Do you want your program to be on our referral list?").

You have four options for adding your program to our database:

1. Fill out the questionnaire and mail it to:
Care About Childcare at Children's Service Society
655 East 4500 South Suite #200
Salt Lake City, UT 84107
2. Fill out the questionnaire and fax it to 801-355-7453
3. Call 801-355-4847 or 1-866-438-4847 and speak with a Referral Specialist who can enter your data over the phone
4. Complete the questionnaire online at www.cssutah.org

For questions regarding this survey please contact the Referral Line at 801-355-4847.

Sincerely,
Care About Childcare at Children's Service Society

Para recibir esta información en español, llame al 801-326-4393

All Care About Childcare programs are funded by the Federal Child Care Development Fund, the Department of Workforce Services, and the Office of Child Care.



Searching for Quality Care

CareAboutChildcare.utah.gov®
The shortest distance between parents and providers.

Care About Childcare- CAC is designed to serve as a web-based resource to parents looking for child care by matching the families' specific needs to child care providers' specific strengths. We provide **free referrals** of all regulated child care providers in our area.

Every regulated center and family/home provider will have a profile page on the CAC website. On this page, providers can highlight their program for parents in these six areas:

1. **General Information:** Covers program info- including your contact information, the type of care you provide, if you have openings, your hours of operation, program attributes (ie. schools you bus to, or if you take drop-in care) and links to your own Facebook page, blog or website.
2. **Department of Health Child Care Licensing Record:** Parents often ask about a providers Licensing history when they are looking for quality child care. This link displays only substantiated complaint allegations and cited findings for the past **two** years. It does not include any inspections completed in the last 30 days.
3. **Care About Childcare Quality Indicators:** One of the main goals of the Quality Indicator program is to assist parents in identifying programs that fit their child's needs. This is a **100% voluntary** program, as a participant you will be given an invaluable opportunity to highlight areas in which you excel.
 - It's available only to Licensed Centers and Licensed Family providers that offer full time care. You need to have been licensed for six months or longer, and be in good standing with Utah's Child Care Licensing program.
 - After meeting the eligibility requirements you can choose from approximately 100 different criteria to display on your individual profile page. You are not expected to apply for all of the criteria available. There are many right ways to provide quality child care. You are encouraged to apply for the CAC quality criteria that are the right fit for your program and the families that you serve.
 - This is **free marketing** for your program to advertise to the parents who are looking for the quality that you offer. The criteria under the following six Quality Indicators are meant to showcase your program: [Health and Safety](#), [Outdoor Environment](#), [Indoor Environment](#), [The Program](#), [Family Involvement and Administration](#).
4. **Professional Development:** Research shows that the quality of care children receive is directly linked to the level of training and education received by their caregivers. As you complete classes parents will be able to see how you are working to gain knowledge and skills that you will use in caring for their children.
5. **Children with Special Needs Training:** This tab will let the parents know if you have experience, training, or are 'willing to be trained' to care for children with special needs. It will also list if you have taken the CAC Special Needs endorsement.
6. **Provider Message and Photos:** The provider message page is a wonderful tool to help you add your own personal touch to your advertising. It gives you the opportunity to highlight your program's specialties in a message written by you, especially for prospective families, and show them how you can meet their unique child care needs. Parents will easily be able see your program's philosophy, and view the pictures that you have downloaded of your facility.

For more information call Sarah at 801-326-4374

All data collected will be used by the Utah Office of Child Care to educate the state on child care issues. If you choose, data collected will also be used to match parents seeking care to your program.

NAME & ADDRESS

Contact Name:	Business Name:	
Director Designee:		
Email:	Webpage:	
Phone:	Fax:	
Street Address (Please list the coordinates of any street names):		
City:	State:	Zip Code:
Mailing Address (If different from the location of your program):		
City:	State:	Zip Code:

GENERAL INFORMATION

Do you want your program to be on our referral list?
What is the youngest age of children you will accept?
What is the oldest age of children you will accept?
of Caregivers

DAYS CARE PROVIDED

Do you accept children full time, part time, or both full time and part time?
Do you offer care 24 hours a day?
Do you offer after school care for school age children?
Do you offer care after school (on days children are released early for school age children)?
Do you offer before school care?
Do you provide drop-in care (accept child for a short period of time on short notice)?
Do you offer care on graveyard shifts (12am-7am)?
Do you provide care for a child who is mildly sick?
Do you provide care on occasion in the evening or overnight?
Are you willing to offer care on an occasional Saturday?
Are you willing to offer care on an occasional Sunday?
Are you open on school holidays that are not State/National Holidays?
Are you open on State/National Holidays?
Do you only care for relatives?
Do you provide care for families that work rotating shifts?
Do you provide care on Saturdays?
Do you provide sick care?
Do you provide care on Sundays?
Do you provide care for families that work swing shifts (4pm-12am)?
Do you provide care in a temporary situation or in an emergency?

Days & Hours

Please enter the time you open and close for days which care is provided.

	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

CAPACITY

For each age group, please list the number of children you are licensed for and full time openings

	Licensed Capacity	Full Time Vacancies	Centers number of <u>physical rooms</u> and <u>name of rooms</u> per age group
0 – 11 months			
12-23 months			
2 years			
3 years			
4-5 years			
Kindergarten			
School-Age			

Total number of vacancies for children 23 months and younger:

Total number of vacancies for children 2 years and older:

FACILITY INFORMATION

Number of diapering tables:	Location of diapering tables:
Number of restrooms:	Restrooms in all 2yrs old and older classes: Yes <input type="checkbox"/> No <input type="checkbox"/>
Number of playgrounds:	Activity/Gym area: Yes <input type="checkbox"/> No <input type="checkbox"/>

ENROLLMENT AND RATES

List your enrollment and full time rates for each age group

	Current Number of Children Enrolled	Monthly Rate (\$)
0-11 months		
12-23 months		
2 years		
3 years		
4 years (Pre-K)		
5 years (not in kindergarten)		
Kindergarten (in school)		
Kindergarten (out of school)		
School Age (in school)		
School Age (out of school)		

SPECIAL NEEDS

Do you have experience, training or willing to be trained with any of the following special needs?
If so, please mark the condition

<input type="checkbox"/> ADHD/ADD	<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma	<input type="checkbox"/> Autism
<input type="checkbox"/> Blindness/Visual Impairment	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Developmental Delays	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Emotional/Behavioral	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Feeding Tube
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Multiple Sclerosis	<input type="checkbox"/> Muscular Dystrophy
<input type="checkbox"/> Orthopedic Disabilities	<input type="checkbox"/> Oxygen Therapy	<input type="checkbox"/> Seizures	<input type="checkbox"/> Spina Bifida
<input type="checkbox"/> Wheel Chair Accessible	<input type="checkbox"/> Other		

ELEMENTARY SCHOOLS

Please list any schools, both public and private, that you service

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LANGUAGES

Please mark all the languages you & your staff speak

<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> French
<input type="checkbox"/> Italian	<input type="checkbox"/> Russian	<input type="checkbox"/> Samoan
<input type="checkbox"/> Sign Language	<input type="checkbox"/> Spanish	<input type="checkbox"/> Tongan
<input type="checkbox"/> Urdu	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other (Please List):

ENVIRONMENT

<input type="checkbox"/> Accept state child care subsidy	<input type="checkbox"/> There is public transportation (UTA) near my facility	<input type="checkbox"/> I have pets that interact with the children in my program	<input type="checkbox"/> I never allow smoking on the premises including after hours
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ACTIVITIES

<input type="checkbox"/> I offer an educational preschool program for 3 – 5 year olds

ACCREDITATION

Place a check mark by any professional organizations you belong to

<input type="checkbox"/> NAEYC	<input type="checkbox"/> NAFCC	<input type="checkbox"/> NECPA
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GENERAL COMMENTS

Please use this space to provide other information about your program which you would like us to know or share with parents.

Would you like this information to show on your Care About Childcare Marketing Page? Yes No

Would you like one of our Staff members to contact you and help you get started on your Marketing Page and Quality Indicators to showcase the quality in your program? Yes No

Hey Providers - Remember how important it is to update your information! We need current and up-to-date information on your program to give you the best referrals. Care About Childcare (CAC) is designed to serve as a resource to parents looking for child care by matching the family's specific needs to child care providers' specific strengths. Monthly updates include:

- What schools you transport to
- Your hours and days of operation
- Updated vacancies
- Any special needs you are willing to accept
- If you have a preschool program
- Monthly rates

Remember that if you update twice in a quarter (in two different months), you will receive an incentive at the end of that quarter. If you do a whole record update you will be placed in a drawing for some really great prizes!



Filling out your Whole Record Update Form and sending it back to CAC @ CSS "LINKS" your information to your Care About Childcare general information tab.

Thank you for spending your precious time to help us collect this important data! The data we collect connects to your marketing page on the Care About Childcare website, where parents can find information on our childcare programs.
Instructions: Please fill in the blank or place a check mark next to items that apply to your program:

General Information		
Date: _____		
First Name: _____	Last Name: _____	
Business Name: _____		
Location		
Street Address: _____		
City: _____	State: _____ Zip Code: _____	
Mailing Address		
Address: _____		
City: _____	State: _____ Zip Code: _____	
Contact		
Primary Phone (_____) _____	Secondary Phone (_____) _____	
Fax (_____) _____	E-mail: _____	
Website: _____		
Capacity	Accepted Age Range	
How many children are you licensed for? _____	(Equivalent of licensed openings)	
What is your desired capacity at one time? _____	What is the youngest child's age you accept _____ yrs _____ wks	
How many total vacancies do you have? _____	What is the oldest child's age you accept _____ yrs _____ wks	
Population Information		
(All your licenses fall into one or more of the following age groups)		
Full Time Vacancies	Number of Children Enrolled in your program	Licensed capacity for each age infant & Toddler
0-17 months		
18 months		
2 years		
3 years		Preschool & Kindergarten
4 years		
5 years (not in kindergarten)		School age
Kindergarten - in school		
Kindergarten - out of school		
School Age - in school		
School Age - out of school		
*Please take the time to fill out the enrollment column this data is collected statewide and is very important!		



Care About Childcare
@ Children's Service Society

655 East 4500 South, Suite 200
Salt Lake City, UT 84107



NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
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PERMIT No. 4490

Address Service Requested

**FREE ADVERTISING
for your child care
program!**

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