

CITY SOCIAL WELFARE & DEVELOPMENT OFFICE

CSWD Main Office, Saray, Iligan City
Tel.: (063) 221-2488 / 221-1736

Frontline Service : **CHILD WELFARE PROGRAM - DAY CARE SERVICE (WITH SUPPLEMENTAL FEEDING)**

Schedule of Availability of Service : Monday to Friday
Where : 127 Day Care Centers
44 Barangays

Who may Avail of the Services : Children aged 3 – 4 years old

What are the Requirements :
1) Birth Certificate
2) Immunization record
3) Parent's Consent

Duration : June to March of every year



How to avail of the Services :

CHILD WELFARE PROGRAM - DAY CARE SERVICE (WITH SUPPLEMENTAL FEEDING)

Step	Applicant / Client	Service Provider	Duration of Activity under normal circumstances	Person In charge	Fees	Forms/ Documents/ Materials Needed
1.	Parent enrolls and submits requirements of preschool child to the Day Care Worker	<ul style="list-style-type: none"> - Ask for requirements - Fill up Intake sheet - Fill up Parent's Consent - Administer ECCD checklist - Take child weight - Accept child in the DCS (if 3rd degree malnourished, make referral to BNS) 	5 minutes 5 minutes 5 minutes 20minutes per child 2 minutes	Day Care Worker concerned	None	Intake sheet Consent form ECCD checklist Preschool Roster Form Nutritional Status Template Referral form
2.	Parents attend orientation	Conduct orientation about day care policies Organize DCSPG	4 hours			Day Care Manual Minutes of the DCSPG Meeting Day Care Manual
3.	Preschool children attend sessions	Conduct Day Care Sessions Fill up Nutritional Status Form Segregate children of 4Ps members	2 hours/ session 1 day 30 minutes			Required Template Required Template
4.	Children partake in supplemental feeding and perform proper hand washing/ hygiene	Supervise parents in preparation of food for supplemental feeding and record children's weights	120 days		Counterpart of parents – vegetables, spices, firewood, etc	
5.	Parents attend and participate in monthly meetings	Conduct monthly meeting with parents/DCSPG, discuss and jointly resolve issues and concerns pertaining their children Prepare and submit monthly report to CSWDO duly checked by the Supervisor	1 hour every meeting 8 hours		None	Required Report form Monthly Report form
6.	Children complete the DCS program	Evaluate children's performance	1 hr. /child			ECCD checklist
7.	Children attend Recognition Program as proof of readiness for K2 in DepEd	Prepare program Over-see conduct of program	30 mins. 4 hours	Day Care Worker concerned Jocelyn P. Magumpara, CWP Supervisor	Incidental expenses to the activity, as agreed by parents	Recognition Program
End of Transaction						