

Provisions of the Day Care Service Program

This Program provides opportunity for total development of the child through various early childhood care and development activities. The municipal Social Welfare and Development Office supervise and monitor all day care centers in the barangay. The town currently has 20 Daycare centers.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	3-4 years old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate of Pre-Schooler		Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Contact /approach the Barangay Captain or the Day Care Worker in your Locality to inquire in the requirements for enrolment	1. Briefs client's on the service & its requirement.	Registration Fee-varies depending upon the number of children Monthly-payment –varies depending upon the number of children Payments are given to the Barangay Daycare Worker	15 Minutes	Punong Barangay and/or Day Care Worker
2. Submit the requirements to the Day Care Worker and pay the registration fee. Take note of the schedule of classes	2. Issues acknowledgement receipt and advises client of the schedule of classes		10 Minutes	
3. Ensure the attendance of the child on the scheduled date of classes	3. Monitor the implementation of Day Care Service			Day Care Worker
TOTAL:		None	25 Minutes	