

Referral Service Application/Renewal

New Mexico Kids Child Care Resource and Referral

Any information submitted on this questionnaire will be regarded as public information. Please call our office with any questions.

Provider/Director Name	Center or Program Name	Phone	Date
Street Address & Mailing Address (if different)		City	County
Major Cross Streets		Email Address	Website

Program Information

Is your program licensed by NM CYFD? No Yes, license number? _____ License Expiration/Renewal Date: _____

Quality Indicators: 1STAR 2STAR 3STAR 4STAR 5STAR (accreditation)

If Accredited: NAEYC NAFCC NECPA NAA ACSI AMS IMS COA Other

Accreditation Expiration/Renewal Date _____

Is your program Registered with a Food Program? No Yes, Food Program Sponsor? _____ Exp./Renewal Date: _____

Total Licensed Capacity _____ Youngest Age of Child Accepted? _____ years _____ months Oldest Age of Child Accepted? _____ years _____ months

Schools willing to transport to/from: _____

What transportation does your program provide? None to/from home to/from school within walking distance to school
 near public transportation near school bus transportation To what schools? _____

What languages do you or center staff speak fluently? English Spanish Navajo Tiwa Tewa Other _____ Monolingual Spanish

Do you offer a bilingual program? No Yes What languages? 1) _____ 2) _____

What are your days/hours of operation? Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 From: _____ am/pm-to: _____ am/pm 24 Hr. Care Provided

Daily Schedule All Day Mornings Afternoons Evenings You will accept Full time Drop in
 Before School After School Overnight Part time: min. # hrs? _____ Part week

Ages Served	Licensed/Registered Capacity	Hourly/Daily Rate	Weekly Part-time Fee	Weekly Full-time Fee
Infants (0 to 11m)				
Infants (1yr to 1yr 11m)				
Toddler (2yrs to 2yrs 11m)				
Toddler (3yrs to 3yrs 11m)				
Preschool (4yrs to 4yrs 11m)				
Preschool (5yrs to 5yrs 11m)				
School Age (6yrs to 12yrs)				
School Age (13yrs to 17yrs)				

Service Information

Additional Fees: Registration (one-time only) \$ _____ Materials \$ _____ Annual \$ _____ Meals \$ _____ Transportation \$ _____
 Do you waive additional fees for CYFD families? Yes No

Environment: Non-Smoking Smoking No Swimming Pool Swimming Pool (fenced/locked) Organic meals/snacks
 Religious No Religion Fenced Outdoor play area No Guns Guns are locked and inaccessible
 FCCH has dedicated play space Wheel chair accessible No Pets Pets _____ in/outdoor

Meals: Breakfast Morning Snack Lunch Afternoon Snack Dinner Evening Snack Special Diet Parents provide

Philosophy: Child Dev Focus Academic Bilingual Montessori Parent Co-operative (participation required) Faith Based

Financial Information Accept State Subsidy Accept Tribal Pay Sibling Discount Rates are negotiable
 Offer Scholarship Assistance to Families Will work with families on a sliding scale based on income/size of family

Policies Written agreement Deposit Required Open door Policy May give Rates to Parents
 Child Absence Allowance Back up Care Provider (fcch) Trial Period Late Pickup

Special Skills Call to assess special needs Interested in working w/special needs Strong commitment to special needs Sign language

Special Needs Program Can Accommodate Dev. Delays ADD/ADHD Other Behavioral Learning Disabilities Asthma/Other Respiratory Allergies
 Hearing Speech Visual Other Physical Nut./Dietary Neglect/Abuse Emotional/Trauma/Grief
 Mental Health Autism Respite Care Other(describe) _____ ALL

Education HS Diploma/GED 1 yr Vocational Cert. CDA(Child Development Assoc.) NAC(National Administrators Credential)
 Associates Degree 45 Hr. 18 Hr. Bachelors Degree Masters Degree

Affiliation none Church or Religious Institution local TTAP Directors Group Employer sponsored Independent
 NAEYC/NMAEYC NAFCC NCCA/NMCCAA NSACA/NMSACA Part of chain or franchise Publicly Funded

Special Requirements Children must be able to use toilet Children must be walking Follow school delays Open during bad weather

Give any comments that you would like parents to know about your program. (A short summary).

New Mexico Kids Child Care Resource and Referral (NMKids CCR&R)

Policy Statement

What the NMKids CCR&R is

New Mexico Kids Child Care Resource & Referral (NMKids CCR&R) maintains a database of child care providers that are licensed or registered by recognized regulatory agencies in the state of New Mexico and continue to maintain their status with their respective regulatory agency. This database is used to provide courtesy referrals to anyone who requests them at no cost to either child care providers or referral clients. Child care providers share the information that is included in the database and that information is used to help refer families to providers that might meet the needs of children. Collected information can also be shared with other referral agencies and agencies concerned with children and families. Child care providers and their information appear on this list on a voluntary basis.

What NMKids CCR&R is not

Inclusion in the referral database maintained by NMKids CCR&R is not a recommendation or an endorsement of any child care provider. Inclusion in the database is not a guarantee that a listed provider is appropriate for a certain child or meets any quality standards. Inclusion in the referral database is also not a guarantee that information provided by a listed child care provider is correct and factual. Parents and guardians are encouraged to educate themselves about quality child care and to determine the appropriateness of child care providers through on-site visits, interviews, and other means. Parents/guardians are also provided with links to Child Care Licensing & Registration regulations and other information on "What to Look for in Quality Child Care".

Complaints against Child Care Providers

The NMKids CCR&R, in relation to providing referrals, does not become involved in any disputes between child care providers and requestors. Complaints against child care providers should be lodged with the agency that regulates the particular provider. NMKids CCR&R can help in referring people with complaints to the proper agency. Our agency does not provide mediation services between parties in a complaint, nor does our agency conduct investigations into the validity of complaints. NMKids CCR&R is not a regulatory entity, and therefore does not investigate complaints against providers. However, should NMKids receive a complaint against a child care home/center, the complaint will be documented and forwarded to the proper authorities, licensing department and/or food program sponsors on a monthly basis.

Child Abuse

As required by law, NMKids CCR&R reports any suspected cases of child abuse or neglect to Child Protective Services. Anyone contacting our agency with complaints of child abuse or neglect will be immediately referred to Child Protective Services and information will also be forwarded by the NMKids CCR&R staff member taking the call to Child Protective Services.

Removal of a Child Care Provider from the Referral Database

A child care provider is removed from the referral database if it is found that the provider is no longer licensed or registered with an appropriate regulatory agency. When regulators temporarily close a licensed or registered provider, they will be placed in "Do not refer" status until they have been reopened. Child care providers are also placed in "Do not refer" status if they fail to respond to repeated attempts by NMKids CCR&R staff to contact them or refuse to provide current information regarding phone number/address changes.

A suspended provider can be restored to the referral list with verifiable information regarding current child care licensure or registration with a food program. All action taken will reflect NMKids CCR&R's commitment to safeguard children and provide families with the child care options that best meet their needs.

To the best of my knowledge, all information I have provided to NMKids CCR&R is accurate and complete. I understand that in order to be listed with NMKids CCR&R I must review, understand and remain in compliance with the requirements listed in the Policy Statement & Letter of Agreement as indicated by my signature below.

NMKids CCR&R is funded by the state of New Mexico, New Mexico Children, Youth, and Families Department.

Provider Signature _____

Date _____

Letter of Agreement

1. I have read and understood the New Mexico Kids Child Care Resource and Referral Policy Statement and agree to comply with it.
2. I have completed the New Mexico Kids Child Care Resource and Referral Application.
3. I understand that in order to be listed with the New Mexico Kids CCR&R Service, I must remain in compliance with Licensing and/or Registration regulations.
4. I understand that if my child care license or if my registration status with any of the Food Program Sponsors is not renewed or is revoked, my name will be removed from the NMKids Child Care Referral List.
5. I understand that I am responsible to take appropriate action regarding any federal, state, and local requirements applicable to my center or family child care business.
6. I understand that my business will be referred to families looking for child care via phone, the newmexicokids.org website, or in person. I authorize all of the above types of referrals.
7. I will not discriminate against children or families in my child care home or center based program on the basis of race, color, religion, national origin, gender, ancestry, age, disability, medical condition, sexual preference, or other protected status.
8. I confirm that neither myself nor any other person living in or regularly visiting my program have been found to have a substantiated case of abuse or neglect against a child.
9. I understand that I am responsible for contacting the New Mexico Kids Child Care Resource & Referral should there be any changes to the status of my program, and that my name may be temporarily removed if I have not reported changes.
10. NMKids CCR&R Providers shall, at their own expense, protect, defend, indemnify and save harmless the University of New Mexico, New Mexico Kids Child Care Resource and Referral, its elected and appointed directors, officers, employees, servants or agents from any and all claims, damages, lawsuits, costs and expenses which they may incur as a result of any acts, omissions, or negligence of the provider in its engaging in any activities pursuant to this agreement.

Disclaimer:

New Mexico Kids CCR&R believes that parents/guardians are best able to choose and evaluate child care for their children because they know their family's needs best. Our goal is to assist families in finding the widest range of available child care situations and to encourage parents/guardians to act on their own knowledge and feelings as they select from among these possibilities. Responsibility for selecting and employing a child care provider rests with each parent/guardian. We cannot guarantee the quality of the child care providers in our database and urge parents/guardians to carefully interview and check references before leaving a child in care. The Office of Child Development, the State of New Mexico Children, Youth, and Families Department, the University of New Mexico, and the NMKids CCR&R are not responsible for inaccuracies in either the data contained in or disseminated from technical assistance or the referral database, nor are they responsible for action taken in reference to information provided from the referral database or technical assistance. The above agencies are also not responsible for finding, securing, or insuring continued care for children.