



Child Development Program Application

Instructions: Complete this application and submit it along with proof of family income, proof of family address, a copy of all your children's birth certificates, and proof of adult school/ training schedule for any adult in the family attending school. Please refer to application supplement for detailed information of documents that apply as verification proof. Please Note: For children with diagnosed disability, please submit up-to-date proof of an Individualized Education Plan (IEP), The Individual Family Service Plan (IFSP), or an official letter from child's family doctor. Mail or Fax complete applications to: Wu Yee ERSEA, 831 Broadway St. 2nd Floor, San Francisco, CA 94133 Fax Number: 415-391-4716 If you have any questions, please contact Wu Yee Resource and Referral at 415-391-4956 (Chin & Eng) or 415-321-3204 (Spanish ONLY). NOTE: To apply for birth to 3 years old programs, family must live within Wu Yee Early Head Start service area (94102, 94108, 94109, 94133, 94134, and 94124*) * For 94124, restrictions apply.

Section 1: Information for the Child /Person in Need of Service Check one: Child Pregnant Mother

First Name: _____ Last Name: _____ Gender: Male Female
Date of Birth: (mm)____(dd)____(yy)_____ If mother is pregnant, due date: (mm)____(dd)____(yy)_____
Primary Language: _____ Diagnosed Disability (if any): _____
Race (check all that apply): American Indian African American White Asian Hispanic/Latino
 Native Hawaiian or Pacific Islander Other: _____
Health Insurance: None Medi-Cal Healthy Families Other: _____
Does Child have active Child Protective Services case: Yes No Is your family homeless? Yes No
Does your family receive SSI? Yes No

Section 2: Parent/Guardian Information

Parent A: Mother Father Grandparent Foster Parent Guardian Other: _____
First Name: _____ Last Name: _____ Gender: Male Female
Date of Birth: (mm)____(dd)____(yy)_____ Single Parent: No Yes (If yes, skip "Parent B" fields)
Living Address: _____ Street _____ City _____ State _____ Zip _____
Mailing Address (if different from above): _____
Cell Phone: _____ Home Phone: _____
Primary Language: _____ Secondary Language: _____
Reason for needing child care: Working Looking for work School/Training Medically Incapacitated
Parent B: Mother Father Grandparent Foster Parent Guardian Other: _____
First Name: _____ Last Name: _____ Gender: Male Female
Date of Birth: (mm)____(dd)____(yy)_____ Cell Phone: _____
Primary Language: _____ Secondary Language: _____
Reason for needing child care: Working Looking for work School/Training Medically Incapacitated

Please complete both sides

For Office Use Only --- Entered date: ___/___/____, Staff Initials _____



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Section 3: Family Information Family Income Sources (check all that apply):

Work Child Support CalWORKS Unemployment Benefits Other: _____

Total monthly family income before taxes (excluding SSI): \$ _____ Family size: _____

How did you hear about Wu Yee: Family Friend Children's Council Other: _____

Do you have any children enrolled in a Wu Yee program? No Yes, Child's Name: _____

Full name of family members not already listed above	Date of Birth	Relationship to Parent A

Section 4: Program Preference (Please check all the options for which you would like your child to be waitlisted):

NOTE: To apply for birth to 3 years old programs, family must live within Wu Yee Early Head Start service area (94102, 94108, 94109, 94133, 94134, and 94124*) * For 94124, restrictions apply.

Home Based program is a support program for expectant and stay at home parents of children age 0-3, with weekly home visits and socialization opportunities twice a month. *Please note: Home-based is not a child care program.*

Family Child Care is an early child education program for children age 0-3 years. Children receive full day, full year care from a licensed family child care provider in the provider's home.

Please select the neighborhoods in which you would like family child care:

Visitation Valley (94134) Bay view (94124) Chinatown (94133)

Center Based is a full day, full year care early child education program for children age 3 months to 5 years old.

Select the neighborhood where you would like child care:

Select	Center	Neighborhood	Ages Served
<input type="checkbox"/>	831 Broadway St.	Chinatown	3 months - 3 years
<input type="checkbox"/>	888 Clay St.	Chinatown	3 years - 5 years
<input type="checkbox"/>	1010 Montgomery St. (AM)	Chinatown	3 years - 5 years
<input type="checkbox"/>	1010 Montgomery St. (PM)	Chinatown	3 years - 5 years
<input type="checkbox"/>	177 Golden Gate Ave.	Tenderloin/ Civic Center	3 years - 5 years
<input type="checkbox"/>	700 Velasco Ave.	Visitation Valley	3 months - 5 years

If you need assistance or have any questions, please contact Wu Yee Resource and Referrals line at 415-391-4956. You will be notified of acceptance or if additional information is needed. Further notice may not be given if families are not eligible based on income, age or residency.

I certify under penalty of perjury that the information herein is correct and true to the best of my knowledge. I will contact Wu Yee with any changes in the information above.

Parents Signature: _____ Date: _____



Thank you for your interest in Wu Yee Children's Services. Please mail or fax your application along with the following documentation(s) in order to **be considered for the waitlist for enrollment:**

NOTE: To apply for birth to 3 years old programs, family must live within Wu Yee Early Head Start service area (94102, 94108, 94109, 94133, 94134, and 94124*) * For 94124, restrictions apply.

Wu Yee Children's Services
ERSEA Team
831 Broadway St. 2nd Floor
San Francisco, CA 94133
Fax: 415-391-4716

- PROOF OF FAMILY INCOME (A COPY OF ONE OF THE FOLLOWING FOR ALL WORKING ADULTS IN THE FAMILY):**
 - Pay stubs to reflect the past 12 months or calendar year (One must be complete month dated within the past 30 days of employment from signature of this application)
 - Your most recent award letter for TANF/CalWORKs/SSI/Unemployment Insurance
 - Signed letter from your employer with contact information, your pay and your work schedule
 - Signed letter declaring parent is unemployed (claim letter or payment stubs) and looking for work
 - Tax>Returns or W-2 forms for the most recent year

- PROOF OF FAMILY ADDRESS (A COPY OF ONE OF THE FOLLOWING):**
 - Utility (electric, gas, water) bill, cellular phone bill, cable television bill, dated within ninety (90) days
 - Bank statement or credit card bill
 - Signed letter from landlord verifying your living address/ Current rental agreement or lease)

- PROOF OF NUMBER OF CHILDREN (A COPY OF ONE OF THE FOLLOWING FOR EACH CHILD IN THE FAMILY):**
 - Birth certificate
 - Certificate of live birth
 - Custody documents

- PROOF OF ADULT IN SCHOOL/TRAINING SCHEDULE FOR ANY ADULT IN THE FAMILY ATTENDING SCHOOL (A COPY OF ONE OF THE FOLLOWING):**
 - Official registration information from school/training agency including class hours
 - Computer print out of class schedule from school's official website

- PROOF OF DIAGNOSED DISABILITY (A COPY OF ONE OF THE FOLLOWING):**
 - Individualized Education Plan (IEP)
 - Individual Family Service Plan (IFSP)
 - Official letter from child's family doctor

Please note: During the time of enrollment when you are informed by ERSEA to schedule for an in-take appointment, you will further need to provide the proof of the following:

- PROOF OF CHILD'S IMMUNIZATION (A COPY OF ONE OF THE FOLLOWING):**
 - Yellow immunization card or CA Blue Card (must be up to date on all vaccines)
 - Print out from your medical provider with dates all vaccines were administered
- PROOF OF TUBERCULOSIS CLEARANCE WITHIN THE LAST 12 MONTHS (A COPY OF ONE OF THE FOLLOWING):**
 - A negative TB test result (for the child, this is sometimes found on the yellow immunization card).
 - A written physician's clearance stating that:
 - A TB test is not necessary for the child due to a non-risk factor, or
 - The child has previously tested positive for TB and has undergone an x-ray, treatment or symptom review and does not currently have TB.
- PROOF OF PARENT'S SINGLE STATUS**
 - Record of divorce
 - Child support document or court-ordered child custody arrangements
 - Absent parent's proof of residency



Agency Mission Statement

Wu Yee Children's Services' mission is to create opportunities for children to be healthy, for families to thrive, and for communities to be strong.

Philosophy

The Child Development Department provides **Early Head Start/Head Start** services, which integrate a **comprehensive vision of health, education, and family partnership**. We believe in parents as a child's first and most important teacher. Our Child Development staff work with parents to develop individualized curriculum and family partnerships that are respectful of each family's culture, values, customs, and language. Staff uses **positive guidance** with children to help them learn appropriate behaviors.

Enrollment Priorities

Services for Early Head Start (EHS), Head Start (HS), and state subsidized childcare are funded by federal and state contracts. These contracts define the rules for who is eligible for child care. Eligible families are selected for enrollment based on a standard, pre-approved set of criteria. A minimum of 10% of the openings in our program are made available to children with disabilities.

Attendance Policy

The Center Based and Family Child Care programs aim to provide children with experiences to help them gain awareness, skills, and the confidence necessary to succeed in their present environment and to deal with later responsibilities in school and life. **Routine and regular attendance** is critical in allowing children to take full advantage of the services being provided.

Curriculum

We use the **Creative Curriculum** as our primary resource in both our infant/toddler and preschool programs. The goals of the Creative Curriculum are to help children become independent, self-confident and enthusiastic learners by actively exploring their environment. The Child Development Department also provides an **inclusive environment for children with disabilities and special needs**. Our staff works closely with families and other community agencies to ensure that children's needs and strengths are addressed.

Child Development Program Options

Center Based: Head Start, high quality child care for children ages 0-5 in centers with multiple classrooms.

Family Child Care: is an early child education program for children age 0-3 years. Children receive full day, full year care from a licensed family child care provider in the provider's home.

Home Based Program: support program for expectant and stay at home parents of children age 0-3, with weekly home visits and socialization opportunities twice a month. *Please note: Home-based is not a child care program.*

How will parents/guardians be involved?

- Participate in the transition process to enter our program
- Drop-off/pick-up on-time each day, according to your contract hours
- Spend a few minutes each day to let the teacher conduct a Daily Health Check and exchange information about your child.
- Work together with the teacher to share knowledge about your child and to develop goals through Home Visits and Parent/Guardian-Teacher Conferences
- Work with the center's Family Advocate to ensure that your child is receiving on-going immunizations and medical exams
- Work with the center's Family Advocate on developing family goals through the Family Partnership Agreement
- Take your child home or to their doctor if it is necessary, based on agency 's Inclusion/Exclusion Guidelines
- Gain volunteer experience through participation in Parent Committee, Policy Council, and other opportunities, as your schedule allows