



Quechan Child Care Center Information/Criteria



For childcare services or questions, call the center at: **Phone:** (928) 977-2667
Address: 628 Picacho Road, Bldg. 2, Winterhaven, California, 92283

MISSION STATEMENT:

The Quechan Child Care Center (QCCC) offers full-time care for infant, toddler, preschool, and school-age children 8 years of age and under. We provide before- and after-school care for Head Start, Preschool, and School-age children.

Our mission is to deliver high-quality childcare services that support and strengthen families, empowering parents to maintain employment, pursue education, and access essential support systems. At the heart of our care is a commitment to fostering cultural pride and identity. We honor and integrate Quechan traditions, language, and values into our daily programming to ensure that each child develops a strong sense of self and belonging. By celebrating our heritage and encouraging intergenerational learning, we nurture the spiritual, emotional, and cultural wellbeing of the children, their families, and the wider community.

ELIGIBILITY:

TO BE ELIGIBLE FOR SERVICES, PARENTS AND/OR CHILDREN MUST BE:

- 1. ENROLLED TRIBAL MEMBER(S), IN A FEDERALLY RECOGNIZED INDIAN TRIBE**
- 2. MUST RESIDE ON THE FORT YUMA QUECHAN INDIAN RESERVATION OR THE SURROUNDING SERVICES AREA (YUMA, AZ AND WINTERHAVEN CA)**
- 3. MEET THE FINANCIAL CRITERIA FOR ADMISSION:**
 - 1. CCDF FAMILY INCOME ELIGIBILITY LEVELS BY STATE**

Table 1. Initial Income eligibility limit in dollars and as percentage of State Median Income (SMI):

State	Eligibility as percentage of SMI Family of 3	Income Eligibility Threshold (monthly) – Family of 3	Eligibility as percentage of SMI Family of 4	Income Eligibility Threshold (monthly) – Family of 4
Arizona	85%	\$3,419	54%	\$4,125
California	85%	\$7,472	85%	\$8,712

TO REMAIN ELIGIBLE FOR SERVICES, FAMILIES WILL BE RE-CERTIFIED EVERY 6 MONTHS.

The center provides services to special needs and low-income families that are at or below the poverty level. A sliding fee scale may be used to determine income eligibility according to family size. Low-income families will be considered a priority.

To be eligible for services, you must complete an application.

Child Care Services may be provided for Parent/Guardian that is:

- Verified Employed (full-time/part-time)
- Verified Student/Education (Enrolled in: high school, adult education, college)
- Verified Participant of Job training/work program (i.e.: WIOA/DOL)

EXTRA-CURRICULAR ACTIVITIES NOTICE

**APPOINTMENTS, SHOPPING, SPORTS, SLEEPING, AND OTHER NON-ESSENTIAL
ACTIVITIES WHILE YOUR CHILDREN ARE IN DAYCARE ARE NOT PERMITTED AND MAY
RESULT IN THE LOSS OF CHILDCARE SERVICES.**



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Information/Criteria

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The Quechan Child Care Center's hours of operation are from

7:30 am until 5:30 pm. Monday through Friday.

Please contact the center for advance, or as soon as possible to

Inform the staff and arrange for your child's pickup.

DELAYS ARE NOT PERMITTED AND MAY RESULT IN THE LOSS OF

CHILDCARE SERVICES.

Thank you,

Quechan Child Care Center Staff

Quechan Child Care Center Application

REQUIRED APPLICATION DOCUMENTS:

Completed Application

Birth Certificate - Child Only

Tribal ID (Parent/Guardian, and all children attending childcare)

Guardians must provide proof of guardianship (court custody documentation)

Proof of all income (employment, public assistance, food stamps, cash aid, child support, per-capita, etc.)

Proof of residence (Utility bill, Rent receipt)

Immunization - Child Only (must be up to date)

Well baby check/ Physical exam - Child Only

Work Schedule with hours of employment specified (must be on Official/ company letterhead)

If attending school (proof of classes, days, and hours attending. Must be on an official document.)

In order for us to provide childcare services for the applicant(s), all documentation must be in the packet at the time of placement



QUECHAN CHILD CARE CENTER APPLICATION
BLDG #2



PHONE: (928) 977-2667

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Childcare services needed for: (Check all that apply)

Employment (full-time/part-time)

Education (High School, Adult Education, College)

Job Training (WIOA/DOL)

Section 1 – Application Information (please print)

Child's Name (Last, First, Middle):		Birthdate (MM/DD/YYYY):
Gender: Male Female	Tribal Affiliation:	Tribal Enrollment #

Race: Native American/Alaska Native Native Hawaiian/Pacific Islander White Asian Bi-Racial/Multi-Racial Black/African American	Ethnicity: Hispanic-Latino Non-Hispanic – Latino
Mailing Address:	City, State, Zipcode:
Home Address:	

Section 2 – Parent/Guardian Information

Parent/Guardian Name:	Child lives with this parent/guardian Yes No	
Race/Ethnicity:	Tribal Affiliation:	
Address:	City, State, Zipcode:	
Home Phone Number:	Work Phone Number:	Cell Phone Number:
Email Address: (optional)		
Highest Level of Education: Less than HS Current HS HS Graduate Some College Associates or Higher Bachelors	Occupation:	
Employer / School Name:	Employer / School Address (Number, Street, City, Zip):	
Employed: Full-time Part-time Unemployed	Attend School: Full-time Part-time	

Parent/Guardian (Additional) Name:		Child lives with this parent/guardian Yes No	
Race/Ethnicity:		Tribal Affiliation:	
Home Phone Number:	Work Phone Number:	Cell Phone Number:	
Email Address: (optional)			
Employer / School Name:		Employer / School Address (Number, Street, City, Zip):	
Employed: Full-time Part-time Unemployed		Attend School: Full-time Part-time	
Family Composition: Teen Parent Single Parent Two-Parents			
Relationship Status: Married Separated Divorced Live-In Relationship Single			

Total number of family members financially supported by the income of the parent/guardian of the child enrolling in the Child Care program. Including those related to the parent/guardian by blood, marriage, or adoption. Total counted in household: _____

Section 3 – About Your Child

Is your child currently in foster care? Yes No	(If yes, please provide a current official placement letter from a foster care worker.)
Case Worker Name:	Telephone Number:
Does your child have a diagnosed disability or special need?	

QUECHAN CHILD CARE CENTER PARENT'S RIGHTS AND RESPONSIBILITIES

At Quechan Child Care Center ("Center") we welcome parents to visit at any time during regular business hours. You have full access to the Center to check on your child or observe the care we provide.

If you'd like to join your child for lunch, simply let us know by 9 a.m. so we can include you in our meal count.

Your child will always be under supervision and will never be left alone at any time. We believe in positive guidance and redirection as a means of discipline. Your child will never be subjected to verbal abuse or physical punishment.

Your child will engage in activities designed to support their social, emotional, physical, and cognitive development. Our qualified staff, including C. D.A. teachers, thoughtfully plan age-appropriate activities to encourage learning and growth.

We are committed to treating both you and your child with understanding and respect. Open communication between parents and staff is encouraged to create a positive and nurturing environment.

PARENTS RESPONSIBILITIES:

Please notify the Center immediately of any changes during your attendance, including updates to your residence, employment, emergency contacts, your child's health, or custody arrangements. Additionally, inform the Center by 9 AM if your child will be absent for any reason.

Please ensure your child has an extra set of clothing, including underwear and/or pull-ups, regardless of their age. Additionally, closed-toe shoes are required for their safety and comfort.

Daily Sign-In & Sign-Out Requirement:

Parents or guardians must sign their child in and out each day using their signature. Please note: Only individuals 18 years of age or older are authorized to complete this process. Your child must be under staff supervision before you leave.

Only individuals listed as emergency contacts will be authorized to sign your child out of the center.

By signing this document, you agree to abide by the rights and responsibilities outlined for parents/guardians at the Quechan Child Care Center

Parent/Guardian Signature

Date

QCCC Staff

Date

PARENTAL AGREEMENT

STATEMENT

Agreement Statement

I acknowledge and agree to the following responsibilities regarding my child's attendance at the Quechan Child Care Center:

- If a schedule change is needed, I will inform the manager (or a designated staff member) before bringing my child.
- In case of an emergency, I will provide three reliable phone numbers to ensure contact can be made.
- I will maintain back-up child care options if my child is unable to attend due to health-related reasons, staff training closures, or unforeseen circumstances such as electrical outages, lack of air conditioning, or water service interruptions.
- I will adhere to all required pick-up times.
- I will drop off and pick up my child within 15 minutes before and after my verified scheduled shift or class ends.
- I will notify Center staff in advance (or as soon as possible) if my child will be absent due to illness, vacation, or family-related reasons.
- If I am unable to pick up my child, I will make arrangements for someone else to do so and notify the Center.

By signing below, I confirm my understanding and commitment to these responsibilities.

Parent/Guardian Signature

Date

QCCC Staff

Date

****Misuse of Child Care services can result in your child being dropped from the center****



QUECHAN CHILD CARE CENTER

HEALTH POLICY



Quechan Child Care Center follows strict guidelines to ensure effective disease control and maintain a safe environment for all children. There will be instances when a child becomes ill and must be sent home or may not be accepted into care due to illness.

To prepare for such situations, parents are required to have an alternate care plan in place for their child. If a child falls ill while in our care, they will be temporarily isolated from other children to prevent the spread of illness.

A parent or authorized individual must pick up the child within 30 minutes of being notified. We appreciate your cooperation in helping us maintain a healthy and safe space for all children.

Health & Wellness Notification

To ensure the well-being of all children in our care, parents will be notified to pick up their child if they exhibit any of the following symptoms:

- **Fever** of 100 degrees or higher
- **Persistent diarrhea** (two occurrences within one hour)
- **Excessive coughing**
- **Difficulty or rapid breathing**
- **Conjunctivitis (pink eye)** - A doctor's note is required to return
- **Unusual sores or rashes** - Clearance from a doctor is required to return
- **Vomiting**
- **Head lice or the presence of nits**
- **Signs of lethargy, irritability, or persistent crying** after medication (beyond typical tiredness)
- **Other symptoms** that, in the opinion of Child Care staff, indicate a possible contagious disease

Our priority is to maintain a healthy environment for all children. We appreciate your cooperation and understanding in keeping our community safe

Parents will be informed if their child is exposed to a contagious illness at the center. If your child becomes ill, please notify the center promptly. In certain cases, staff may request documentation from a physician to confirm that the child is no longer contagious before returning.

Children must be symptom-free for 24 hours before returning to the Center

Medication Policy

Staff members are not permitted to administer medication to children. If a child requires medication during the day, it is the responsibility of the parent to guardian to administer it.

Immunization Policy

Children must be up to date on all required immunizations. Failure to meet immunization requirements may result in exclusion from child care until immunizations are brought up to date.

Parent Signature: _____ Staff Initial: _____ Date: _____

By signing this form, you are acknowledging that you have read and agree to the terms of the QCCC health policy

QUECHAN CHILD CARE CENTER
HEAD LICE POLICY



Quechan Child Care Center Head Lice Policy

At Quechan Child Care Center, we strictly enforce a Zero Tolerance Policy regarding head lice.

No lice or Nits (Dead or Alive) are permitted.

- Head checks will be conducted twice a week to ensure a lice-free environment.
- Any individual found to have head lice or nits will be sent home immediately.
- Upon returning to the center, a head check will be required to confirm clearance.
- Staff is responsible for documenting all cases of head lice.
- If needed, staff can provide information and guidance regarding head lice prevention and treatment.

Acknowledgment and Compliance Statement:

Parent/Guardian Signature

Date

QCCC Staff

Date



EMERGENCY CONTACT FORM



Emergency Contacts for: _____

Parent's Name: _____

Home Address _____ Mailing Address: _____

Home Phone #: _____ Cell Phone#: _____

Father's Work #: _____ Mother's Work #: _____

1st contact:

Name: _____ Relation to child _____

Address: _____

Home Phone #: _____ Cell Phone#: _____

2nd contact (if 1st contact is unavailable)

Name: _____ Relation to child _____

Address: _____

Home Phone #: _____ Cell Phone#: _____

3rd contact (if 1st and 2nd contact is unavailable)

Name: _____ Relation to child _____

Address: _____

Home Phone #: _____ Cell Phone#: _____

Health Status

What if any health problems exist in family?

Does child have special needs?

Asthma

Heart Problem

Speech

Physical

Diabetes

Other: _____

Mental

Other: _____

In case of injury or sudden illness _____ will be called. I hereby give authority to any hospital doctor and/or paramedic to render first aid as might be required at the time for his/her safety.

Parents/Guardian Name (Print): _____

Parents/Guardian Signature: _____ Date: _____



Quechan Child Care Center

Allergy Information & Safety Plan

Child Details

- Full Name: _____
- Date of Birth: _____
- Parent/Guardian Name(s): _____
- Primary Contact Number(s): _____
- Emergency Contact Name & Number: _____

Allergy & Reaction Details

Known Allergies:

Reaction Severity (check all that apply):

Mild (rash, sneezing)

Moderate (swelling, hives)

Severe (anaphylaxis, breathing issues)

Symptoms Typically Observed

Emergency History

Has the child required emergency care for allergies:

Yes No

If yes, describe: _____

Dietary Restrictions

Non-allergy food restrictions (e.g., vegetarian, religious preferences):

Specific foods to avoid:

Preferred food alternatives/snacks:

Classroom Precautions

Items or activities to avoid due to allergies (e.g., crafts, pets, outdoor conditions):

Seasonal or environmental allergies to be aware of:

Medication & Treatment Plan

Medication Name: _____

Dosage: _____

Storage Instructions: _____

EpiPen Provided: Yes No

Reaction Response Steps:

Physician Information

Doctor's Name: _____

Clinic/Hospital Name: _____

Phone Number: _____

Staff Acknowledgement

Teacher Signature: _____

Date: _____

Admin Signature: _____

Date: _____

Parent/Guardian Authorization

I authorize Quechan Child Care Center to follow the treatment instructions above and administer emergency care as needed.

Signature (Parent/Guardian: _____

Date: _____

Quechan Child Care Center
Parent/Guardian Acknowledgment of Security Measures

To ensure the safety and well-being of all children, families, and staff, the Quechan Child Care Center has implemented the following security measures:

- **A door buzzer system with intercom** is installed at the main entrance to control and monitor access to the facility.
- **Video surveillance cameras** are installed in the reception area, all classrooms, and the conference room. These cameras are used solely for safety, supervision, and quality assurance purposes.

We believe that security cameras offer many benefits. They help keep children and staff safe, encourage accountability, and allow the Program Manager to effectively monitor the facility and observe staff interactions. Our surveillance system also provides peace of mind to both families and staff.

We are committed to maintaining a secure and nurturing environment. Surveillance footage is accessible only to authorized personnel and is stored securely in accordance with applicable privacy laws and center policies. Because we respect the privacy of all children, parents, and staff, our 24-hour video surveillance system is for internal use only.

By signing below, I acknowledge that I have been informed of these security measures and understand their purpose.

Child's Name: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Quechan Child Care Center

Consent Form for Toileting and Personal Care Assistance

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian Name: _____

Phone Number(s): _____

Email Address: _____

Purpose of This Form

The Quechan Child Care Center is committed to supporting the developmental needs of all children, including those who are toilet learning or require assistance due to a disability. This form authorizes staff to assist your child with toileting and personal care in a respectful, safe, and developmentally appropriate manner.

Types of Assistance That May Be Provided

Staff may assist your child with the following as needed:

- Diapering or changing pull-ups
- Helping access the toilet
- Assisting with clothing (e.g., buttons, zippers)
- Wiping and hygiene support
- Washing hands after toileting
- Changing soiled clothing following accidents

All assistance will be provided in a manner that protects your child's dignity and privacy.

Consent

Please check one:

I **give consent** for Quechan Child Care Center staff to assist my child with toileting and personal care as described above.

I **do NOT give consent** for staff to assist my child. I understand that I may be contacted to return to the center if my child requires toileting or hygiene assistance.