



West Virginia Department of Health and Human
Resources
REGISTRATION
for
TEMPORARY CRISIS CHILD CARE SITE

A. Who Needs To Register

Any child care program that currently holds a license or certificate of registration or other programs providing temporary critical child care during the COVID-19 crisis. These programs can only provide care for designated health, safety and essential services staff.

B. Program Information

Section B. is the information WV DHHR BCF Division of Early Care and Education needs to register the temporary crisis child care site.

1. This is (*check one*):

<input type="checkbox"/>	Licensed Child Care Center	Provider (FACTS) ID:
<input type="checkbox"/>	Registered Family Child Care Facility	Provider (FACTS) ID:
<input type="checkbox"/>	Registered Family Child Care Home	Provider (FACTS) ID:
<input type="checkbox"/>	Pop-up Child Care Center	
<input type="checkbox"/>	Drop-in Child Care Center	

2. Name, location and contact information for the program:

PHYSICAL ADDRESS	MAILING ADDRESS
Program Name:	Program Name:
Street:	Street:
City:	City:
County:	County:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

3. Business Address for Agency/Business/Person Operating the Program:

Contact Name:
Address:
Phone:
Fax:
Email:

4. Ages and Number of Children you Will Serve (check all age groups to be served and anticipated number):

AGE	NUMBER
<input type="checkbox"/> Infants (6 wks-24 mos,)	
<input type="checkbox"/> Toddler (2-4)	
<input type="checkbox"/> Preschool (4-5)	
<input type="checkbox"/> School-Age (5-13)	

5. Requested capacity: _____
6. Anticipated number of children that will be served daily: _____
7. What days/Times will you operate?

DAYS	TIMES (Start Time and End Time)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

8. Does the program have materials and equipment to meet the needs of all ages of children in care?
 - Yes
 - No, our program may need assistance with this
9. Does the program have needed sanitation and diapering supplies?
 - Yes
 - No, our program may need assistance with this
10. Does the program have the ability to serve breakfast, lunch, snacks and dinner if applicable?
 - Yes
 - No, our program may need assistance with this
11. Does the program have staff that are at least 18 years of age and have basic background check results on file?
 - Yes
 - No, our program may need assistance with this
12. Has the space being used been approved by the Health Department and Fire Marshal?
 - Yes (please attach the Health Department and Fire Marshal reports)
 - No, our program may need assistance with this
13. Complete and return along with the registration form the attached W-9.

C. Registration Submission

To submit the registration information:

1. Email the document to ECEProviders@wv.gov or
2. Save completed document and mail to:
 West Virginia Department of Health & Human Resources
 Division of Early Care & Education
 350 Capital Street, room B-18

D. Certification

I understand that a Temporary Crisis Child Care Center may only operate until the Governor of West Virginia rescinds the Pandemic State of Emergency. I further understand that these centers may only serve the children whose parents are employed providing health, safety services and essential services as set forth in Governor Justice’s Emergency Declaration. I understand that if I am a currently licensed or registered child care program, the program has to have been issued a regular child care license.

Signature:

Owner/Director/Agency/Business Representative

Date:

Contact Phone:

PLEASE MAINTAIN A COPY FOR YOUR RECORDS

The Department will send written confirmation of your registration and licensure status