NEGLEY ASSOCIATES
UNDERWRITING MANAGERS

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DAYCARE, PRESCHOOL, HEADSTART SUPPLEMENTAL APPLICATION

(TO BE COMPLETED FOR EACH APPLICABLE LOCATION)

1. Applicant _____

   Address _____

   Utilized square footage _____ Fenced yard? ☐ Yes ☐ No

   Are there pets on premises? ☐ Yes ☐ No If yes, please list type and breed

   _____

   _____

   Describe all play equipment, indoors and outdoors

   _____

   _____

2. Licensed capacity _____ (Attach copy of license) Hours of operation _____

3.

Age group	**No. of clients**	**No. of staff**	**Credentials and Experience of Staff:**
1 to 6 months	_____	_____	_____
7 to 12 months	_____	_____	_____
13 months to 3 years	_____	_____	_____
3 to 5 years	_____	_____	_____
Other (Age)_____	_____	_____	_____

   Well Child _____ % Developmentally Disabled _____ % Aged _____ % Emotionally Disturbed _____ %

   Other _____% Please specify _____

4. Does hiring procedure include: Background/reference check? ☐ Yes ☐ No
   Screening for criminal record? ☐ Yes ☐ No

   Include a brief description of these procedures.

   _____

   _____

5. Is transportation provided? ☐ Yes ☐ No If yes, explain:

   _____

   _____

6. Do you take clients on field trips? ☐ Yes ☐ No If yes, how many trips annually? _____

   What type of trips? _____

   What is the staff/client ratio? _____ Is staff trained in CPR or first aid? ☐ Yes ☐ No

   Do you receive signed permission slips from the parents for each trip? ☐ Yes ☐ No

Please retain a copy of the completed application.

Print Email