

Parent Referrals

Parent referral coordinators maintain the NACCRRAware database that lists child care providers. They use this database to find openings for parents requesting a referral for child care providers in their area.

Parent Referral Services

- Before you can receive referrals, you must first complete the Child Care Resource and Referral Survey for Child Care Home Providers and Child Abuse Check information. Forms are available in tab 1 to be returned to CCR&R.
- Non-Registered Homes must pass a Child Abuse History Check (completed by CCR&R) before being referred to parents.
- After your information has been entered into our database, and you have selected to receive mail or web referrals, your name will start going out to parents if you've indicated that you have openings.
- Parents can obtain a free referral via the internet or by calling CCR&R. We can mail, fax, or email the referral.
- CCR&R refers parents to potential child care providers with openings but does not recommend individual programs.
- Parents are provided with accurate consumer information:
 - Average rates being charged
 - What each type of care means
 - Quality indicators (ChildNet Certified, QRS, Accreditation, etc.)
 - What to ask and look for while interviewing providers

Benefits of being on the referral database

- Obtain referrals for your child care openings
- Free advertising to parents in your surrounding area
- Inform parents of the quality indicators you've achieved
- Referrals are customized to specific needs of the child/family
 - Ages of child(ren)
 - Hours care is needed
 - Child Care Assistance options
 - Special needs options



Updating Your Record With Us

To give accurate referrals to parents, we need you to update your record with us every month. Providers that have not updated will not receive referrals.

After we receive your completed Child Care Resource and Referral Survey for Child Care Home Providers, you will receive 5 update cards in the mail. They look the same as below. Please complete one each month and put it in the mail (no postage needed). On the bottom of your last one sent, note that you're out of postcards and we'll send you more.

Child Care Resource & Referral Provider Update Card

Please complete the following information in order to help
CCR&R give accurate referrals to parents.

Name: _____ Date: _____
Address: _____
City & Zip: _____ Phone: _____
Email: _____

Days You're Open: M T W Th F Sat Sun
Hours You're Open: From _____ To _____
Ages You Serve: From _____ To _____
Number of Openings: _____
Rates You're Charging: _____
Comments: _____

You can also update your record by calling or emailing CCR&R.

What Parent's Receive in Their Referral Packet

- Introduction Letter
- Parent Newsletter
- Choosing Quality Child Care Booklet (This booklet explains the difference between non-registered and registered homes, licensed centers and preschools and Department of Education programs. It also clarifies some Quality Indicators that might be listed on the referral, such as ChildNet Certified. A list of questions to ask and things to look for is also provided.)
- Various brochures highlighting other CCR&R services as well as resources to recognize quality child care.
- Follow-up Questionnaire and Postage-Paid Envelope
- A list of Child Care Providers that may fit their child care needs.

A referral looks the same as below. (Some specific information has been removed, but it will be listed on what the parent receives.)

ID: 3470	NAME:	Business Name:
Address:	Unit#	
City:	State: IA	Zip:
Primary Phone	Secondary Phone	
Ages Served	1 month 1 week ~ 12 years	
License Type	Child Development Home B	
Quality Indicators	ChildNet Certified , QRS Level 2	
Day Shift		
Days	Days Open: Monday Tuesday Wednesday Thursday Friday	
	Time Open: 5:30 AM 5:30 AM 5:30 AM 5:30 AM 5:30 AM	
	Time Closed: 5:30 PM 5:30 PM 5:30 PM 5:30 PM 5:30 PM	
Care Available	Accepts Children:Both FT & PT, Duration:Full Year, Drop In, Before School, Rotating, Temp/Emergency, After School	
The names provided are intended as REFERRALS ONLY. We cannot warrant the information concerning any provider. We do not license, endorse, or recommend any particular provider, nor can we assure you that any provider gives quality care.		