SAN DIEGO COMMUNITY COLLEGE DISTRICT

WAITLIST APPLICATION LETTER

Child Development Center: ☐City ☐Mesa ☑Miramar

Dear Family:

Thank you for your interest in our Child Development Center.

Our Centers offer free or low cost child care **for children ages 18 months – 5 years at Miramar,** 2- 5 years at Mesa and 4 months – 5 years at City College Early Education Center. Our Centers are laboratory schools where college students learn to study growth and development patterns of young children. Our teaching staff provide a rich variety of activities to help encourage children to have a sense of self-worth and creative expression.

Our Centers are funded by the California Department of Education (CDE), California Department of Social Services (CDSS), Child and Adult Care Food Program (CACFP), and the San Diego Community College District (SDCCD). City and Mesa College Child Development Centers also offer a collaboration of Head Start services with Neighborhood House Association.

We are open during the Fall and Spring Semesters and follow the San Diego Community College District academic calendar.

Please complete the attached application and return it with the following documentation:

    ☒ **copies of your last month's income** (pay stubs, CalWorks notice, etc.)
    ☒ **copies of birth certificates for all your children under 18 years old**

Once your application is received it will be ranked according to the CDE / CDSS guidelines (see back of this letter). Once an opening occurs we will contact the highest ranked family on the waitlist.

Please call our Center at (619) __388-7677__ if you have any questions. Thank you for your interest in our program.

Sincerely,

San Diego Community College District
Child Development/Early Education Centers

City College Early Education Center
1313 Park Blvd., Building EEC
San Diego, CA 92101
M-F 7:30 – TBD

Mesa College Child Development Center
7250 Mesa College Drive, Building R-100
San Diego, CA 92111
M-Th 7:30 – 4:00 / F 7:30-12:00

Miramar College Child Development Center
10440 Black Mtn. Road, Building F-200
San Diego, CA 92126
M-Th 7:45 – 4:00 / F 7:45-1:00

1. **CSPP Part-Day Admission Priorities** (EC 8227[e], 8236 8261, 8263 and 8263.3[b]; 5 CCR 18106)
   a. <u>First priority</u>: Contractors shall give first priority for services to CSPP three- and four-year-old children who are recipients of child protective services, or who have been determined to be neglected, abused, exploited or at rick thereof. If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.
   b. <u>Second priority</u>: Contractors shall give second priority for services to eligible CSPP four-year-old children, not enrolled in Transitional Kindergarten, in the following order:
      1. Eligible children who were enrolled in CSPP as a three year old
      2. Children whose families have the lowest income ranking based on the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment.
      3. When two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child with exceptional needs as defined in EC section 8208 shall be admitted first.
      4. If there are no families with children with exceptional needs, the family that has been on the waiting list for the longest time shall be admitted first.
   c. <u>Third priority</u>: Contractors shall give third priority for services to eligible CSPP three-year old children, in the following order:
      1. Children whose families have the lowest income ranking based on the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment.
      2. When two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child with exceptional needs as defined in EC section 8208 shall be admitted first.
      3. If there are no families with children with exceptional needs, the family that has been on the waiting list for the longest time shall be admitted first.
   d. After all otherwise eligible children have been enrolled, the contractor may enroll the following children in the order listed:
      1. Children from families whose income is no more than 15% above the eligibility income threshold may be enrolled. Children from families enrolled under this exception may not exceed ten percent of the participating CSPP's total contract enrollment. Priority shall be given to four-year-olds before three-year-olds.
      2. Children with exceptional needs as defined in EC Section 8208 may be enrolled, regardless of family's income. Children enrolled pursuant to this subsection, shall not count towards the ten percent limitation. Priority shall be given to four-year-olds before three-year-olds.
      3. For CSPP sites operating within the attendance boundaries of a qualified FRPM school, the contractor may, enroll CSPP four-year-old children whose families reside within the attendance boundary of the qualified FRPM elementary school without establishing eligibility. These families shall, to the extent possible, be enrolled in income ranking order, lowest to highest

2. **CSPP Full-Day Admission Priorities** (EC 8261, 8263(b), 5 CCR 18106)
   a. <u>First priority</u>: Contractors shall give first priority for services to CSPP three- and four-year-old children who are recipients of child protective services, or who have been determined to be neglected, abused, exploited or at rick thereof. If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.
   b. <u>Second priority</u>: Contractors shall give second priority for services to eligible CSPP four-year-old children, not enrolled in Transitional Kindergarten, in the following order:
      1. Eligible children who were enrolled in CSPP as a three year old
      2. Children whose families have the lowest income ranking based on the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment.
      3. When two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child with exceptional needs as defined in EC section 8208 shall be admitted first.
      4. If there are no families with children with exceptional needs, the family that has been on the waiting list for the longest time shall be admitted first.
   c. <u>Third priority</u>: Contractors shall give third priority for services to eligible CSPP three-year old children, in the following order:
      1. Children whose families have the lowest income ranking based on the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment.
      2. When two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child with exceptional needs as defined in EC section 8208 shall be admitted first.
      3. If there are no families with children with exceptional needs, the family that has been on the waiting list for the longest time shall be admitted first.
   d. After all otherwise eligible children have been enrolled, the contractor may enroll the following children in the order listed:
      1. Enroll CSPP three- and four-year old children from families that meet eligibility criteria without establishing a need for services pursuant to *EC* Section 8263(a)(1)(B). Within this priority, contractors shall enroll families in income ranking order, lowest to highest, and within income ranking order, enroll four-year-olds before three-year-olds.
      2. For CSPP sites operating within the attendance boundaries of a qualified FRPM school, the contractor may, enroll CSPP four-year-old children whose families reside within the attendance boundary of the qualified FRPM elementary school without establishing eligibility or a need for services. These families shall, to the extent possible, be enrolled in income ranking order, lowest to highest.
   e. Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services.

3. **CCTR Admission Priorities** (EC 8261, 8263(b), 5 CCR 18106)
   a. <u>First Priority</u>:
      1. Contractors shall give first priority to families whose children are recipients of child protective services, or who are identified as neglected, abused or exploited or at risk of being neglected, abused, or exploited.
      2. If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.
   b. <u>Second Priority</u>:
      1. All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest income ranked families admitted first.
      2. For purposes of determining the order of admission, families with the lowest gross monthly income in relation to family size as determined by a schedule adopted by the State Superintendent of Public Instruction shall be admitted first. Public assistance grants are counted as income.
      3. When two or more families have the same income ranking, the family that has a child with exceptional needs shall be admitted first.
      4. If there is no family of the same income ranking with a child with exceptional needs, the family with the same income ranking that has been on the waiting list the longest shall be admitted first.

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CHILD DEVELOPMENT LAB CENTER
WAITLIST APPLICATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Neighborhood House Association

CHILD INFORMATION

CHILD First Name:	CHILD Last Name:	CHILD Date of Birth:

Child a Foster Child or have a CPS case? ☐Yes ☐No	Does child have an IEP or IFSP? ☐Yes ☐No	Will child need medication while at child care? ☐Yes ☐No

List any diagnosed medical/health conditions:	Does child need any food/meal accomodations? ☐Yes ☐No If Yes, list:

Parent A Information

First Name:	Last Name:	Are you a single parent? ☐Yes ☐No

Primary Language: ☐English ☐Other, List:	Email:	Cell Phone:

Address:	City:	Zip Code:

Are you enrolled in school? ☐Yes ☐No	Student ID if at SDCCD?	Do you have a Bachelor's Degree or higher? ☐Yes ☐No

Parent A Monthly Income	
Employment/Wages/Salary - Monthly Amount Receive: $	**Child or Spousal Support** - Monthly Amount Receive: $
Social Security ☐SSA ☐ SSI ☐SSP Monthly Amount Receive: $	**Disability** - Monthly Amount Receive: $
Foster/Guardian Payments - Monthly Amount Receive: $	**CashAid / TANF / CalWORKS** - Monthly Amount Receive: $
Other Monthly Amount Receive – List and amount:	

Parent A: List other children under who live with you and are your dependents.			
Child First Name	**Child Last Name**	**Date of Birth**	**Is child a Foster Child or have an open CPS case?**
			☐Yes ☐No
			☐Yes ☐No
			☐Yes ☐No

Parent B Information
(Only complete this section if Parent B lives at same address and is responsible for any of the children listed above)

First Name:	Last Name:	

Primary Language: ☐English ☐Other, list	Email:	Cell Phone:

Is Parent B enrolled in school? ☐Yes ☐No	Student ID if at SDCCD?	Does Parent B have a Bachelor's Degree or higher? ☐Yes ☐No

Parent B Monthly Income	
Employment/Wages/Salary - Monthly Amount Receive: $	**Child or Spousal Support** - Monthly Amount Receive: $
Social Security ☐SSA ☐ SSI ☐SSP Monthly Amount Receive: $	**Disability** - Monthly Amount Receive: $
Foster/Guardian Payments - Monthly Amount Receive: $	**CashAid / TANF / CalWORKS** - Monthly Amount Receive: $
Other Monthly Amount Receive – List and amount:	

I certify the information provided on this form is true to the best of my knowledge. I authorize the release of information to the San Diego Community College District Child Development Center & NHA Head Start program for eligibility, reporting, and to secure benefits or resources on my behalf, and for transfer and enrollment tracking and any other campus/district offices.

Signature of Parent A _____ *Date* _____

Signature Center Staff _____ *Date* _____

OFFICE USE ONLY			
Total Monthly Income: $	Family Size:	Rank:	Child's Age as of December 1?:
Date:	Notes:		Initials:
Date:	Notes:		Initials:
Date:	Notes:		Initials:

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