



FALL SESSION 2009
WEST LOS ANGELES COLLEGE CHILD DEVELOPMENT CENTER

9000 Overland Avenue Culver City, CA 90230
Phone 310-287-4357 / Fax 310-287-4569
Program Director, Yvonne Simone

Dear Parent,

This is a nurturing early childhood education program for toddler, preschool and school age children of WLAC student-parents and WLAC employees. The California Department of Social Services licenses the Center, Community Care Licensing #197410716 and # 197410718. To begin the process parents must register into the college and complete the Center application and provide certification documents.

SESSION – AUGUST 31 , 2009 – DECEMBER 20, 2009

Hours for Childcare / Monday – Thursday 7:45 a.m. – 10:05 p.m.
Toddler (2–3 years) & Preschoolers (3-5 years) Program M-TH 7:45 a.m. – 4:00 p.m.
Friday for Preschoolers only 7:45 a.m. – 2:30 p.m.
School-age (Kindergarten-14 years) M-Th 5:15 p.m. – 10:05 p.m.

FALL 2009 Application Due Date August 6 th

This application is a request for admission to the program. Initial enrollment will be set by August 21st. Enrollment openings are filled throughout the semester. Applications are continuously accepted. This application is good for one semester only.

Application Submission – The following must be attached to the application for consideration.

- ❖ Submit completed application to the Child Development Center with the following documentation.
- ❖ College class printout and/or proof of employment.
- ❖ Income verification – 1 month's check stubs **and** 2008 Tax return **or** Notice of Action, SSI or Disability verification.

General Eligibility Requirements and Instructions for Program Enrollment

- ❖ Parent must be an enrolled student or employee of WLAC. Child/ren ages 2 - 14 years of age are considered for the program depending on the sessions requested.
- ❖ In the all-day, morning and afternoon programs a child must be enrolled a minimum of 1 session, two days a week. A child in the evening must be enrolled in a minimum of 1 session, 1 day a week. All-Day Session 7:45 a.m. – 4:00 p.m. , minimum 6.5 hours (children must arrive no later than 9:15 a.m.)
- ❖ Morning Session 7:45 a.m. – 1:00 p.m. , minimum 3.5 hours (children must arrive no later than 9:15 a.m.)
Afternoon Session 12:00p.m.– 4:00 p.m., minimum 3.5 hours (Kindergartners only) Evening Session 5:15 p.m. – 10:05 p.m., minimum 2 hours. (All programs are subject to change.)
- ❖ Children with disabilities are considered.
- ❖ With the exception of a 2-year-old child, a child should be able to use the toilet by him/herself.
- ❖ Upon acceptance into the program it is the parent's responsibility to provide a copy of the child's immunization record and birth certificate or baptismal record. All children under the age of six must provide a physician's health evaluation indicating his/her ability to participate in the program.
- ❖ Parent must observe Center policies set forth in the Parent Handbook and College Student Handbook.

State Preschool Requirements

- ❖ Parent(s) must live and/or work in the state of California.
- ❖ Child/ren must be of appropriate age at the time of enrollment to be considered for placement on state preschool grants..
- ❖ Priority is given to children in protective services, then 4 year olds, then 3 year olds, 2.9+ years and then 5 year olds.
- ❖ Adjusted monthly income must not exceed the income ceilings established by the California Department of Education Child Development Division.
- ❖ Preschool children may not be enrolled in another program at the same time.

CalWORKs Participants Requirements

- ❖ Parent(s) must be a cash CalWORKs/TANF recipient. Documentation required.
Subsidized tuition for children ages 2-14.

Acceptance into the Program / Tuition

Parents with the highest priority will be notified, as eligibility becomes available. When center staff has notified you of your child's acceptance into this program, you will be responsible for completing an in-take packet and orientation. Verification of financial need will be required to determine your eligibility for the State Preschool Program, CalWORKs and/or your placement on the Center's sliding tuition schedule. Student tuition ranges from \$1.00 - 2.50* per hour and is based on total family income and size. Staff and community family rates are from \$2.50-5.00 per hour.

Office Use: Complete _____	Incomplete _____	Date App. Rec'd _____	By _____
Contact Date(s) _____	Certified _____	Accepted _____	WL _____ CPS _____
CCTR _____	CSPP _____	NCSP _____	CW _____

**WEST LOS ANGELES COLLEGE CHILD DEVELOPMENT CENTER
APPLICATION FOR ENROLLMENT
Fall 2009**

Please read through the information carefully and complete all sections. Return application to the Center office. Applications are evaluated according to need. Family financial verification and a Fall course printout and/or employment verification is required to support this application.

THIS APPLICATION IS VALID FOR FALL 2009 ONLY.

PART I -- FAMILY INFORMATION / ENROLLMENT IS REQUESTED FOR:

1. _____ Child's Name - first and last	_____ Social Security #	_____ Birthdate / Age
2. _____ Child's Name - first and last	_____ Social Security #	_____ Birthdate / Age
3. _____ Child's Name - first and last	_____ Social Security #	_____ Birthdate / Age
_____ Parent / Legal Guardian Name	_____ Home Phone	_____ Work Phone
_____ Parent /Guardian Social Security #	_____ Cell Phone	_____ Pager
_____ Address	_____ City	_____ Zip Code

Do you or your child(ren) have any special needs? (i.e. learning disabilities, hearing impaired,) If yes please state. _____

PART II – SESSIONS / CHILDREN'S ENROLLMENT IN THE PROGRAM:

Children in the day program are required to be enrolled a 2 days a week for a minimum of 1 session. Children in the evening (after 5:15 p.m.) are required to be enrolled a minimum of 1 session x 1 day a week. A request for a child to be enrolled in 2 sessions a day will be reviewed by the director and consideration will be given to the age of the child and the child's over all schedule.

Please indicate which session(s) you plan to enroll your child in.

	Mon.	Tues.	Wed.	Thru.	Fri.
All Day Session 7:45 a.m.- 4:00 p.m. (minimum 9:00- 4:00)					
Morning Session 7:45 a.m.-1:00 p.m. (minimum 9:00-1:00)					
Afternoon Session 11:30 a.m. – 4:00p.m.. (minimum 12:00-3:30)					Till 2:30 only
Evening Session 5:15 p.m. – 10:05 p.m. (minimum 2 hours)					Closed

Short-term Classes

If one or more of your classes are short-term , please list the classes and their beginning and ending dates.
_____ I am enrolling in **Short-Term** classes. Please provide the dates. _____

Please complete the next page.

PART III -- SERVICE PLAN Please check those session(s) that you plan to attend :

- Winter Intercession 2010
- Spring 2009 February – June, 2010
- Summer 2010
- Fall 2010 September - December , 2010

PART IV -- RESOURCES OF FAMILY - Please provide proof of income with this application.

Total Number of Family Members _____ Gross Monthly Income _____

Total Source(s) of Family Income

____ Monthly Earned Wages (The current month's check stubs and the most recent tax return

____ TANF ____ Soc. Sec. ____ Disability (Please provide verification with Notice of Action)

____ Child Support (documentation)

____ Other

PART V -- STUDENT STATUS

What is your vocational major or objective / education goal?

Check the number of units you anticipate taking this semester:

12 units + _____ 9 - 7 units _____ 6 -4 units _____ 3 - 1 units _____ None _____

If both parents are residing in the home, is the second parent currently enrolled at this college and if so how many units is he / she is taking for the requested semester? _____ units.

Why do you want your child enrolled in the Child Development Center?

PART VI -- CERTIFICATION

I hereby certify, to the best of my knowledge that the above statements are true. I understand that providing misleading information or fraudulent information are grounds for denial and / or termination of services. I understand that I have the right to appeal a denial of my request for services.

Signature of Parent / Legal Guardian

Date

Thank you for applying to the WLAC /Child Development Center.