Introduction:
The LACC Campus Child Development Center is an on-campus preschool and general childcare program for children of LACC students.

1st Priority for Preschool services shall be given to Child Protective Services children or children at risk

- Age eligible three-year-old or four-year-old child “means a child who will have their third or fourth birthday on or before December 1 of the fiscal year in which they are enrolled in a California State Preschool Program.
- All other three-year-old Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a California State Preschool Program on or after their third birthday.

1st Priority for General Childcare services shall be given to Child Protective Services children or children at risk

- Once a child has turned two, they are eligible to apply for the general childcare program.

The Center is staffed by highly educated, experienced teachers. The adult child ratio averages 1:5 for two-year-old’s and 1:8 for preschool children. The philosophical commitment is to help every child have a positive learning experience, to develop self-esteem, to gain social skills, to develop a sense of self-reliance, independence and self-control, all within a warm and caring environment.

Most families that apply are eligible for state-subsidized childcare and development services and may receive their care at little to no cost. For those that do not meet the income guidelines, there is a fee for the Center’s services. It is a sliding scale fee, depending on the family’s gross income and household size.

Family Fees:
In accordance with EC 8273 and 8447 (e) families may be assessed a flat monthly fee at the time of initial certification and only be reassessed at recertification or when a parent voluntarily requests a reduction to their family fees. Fees will be assessed and collected in accordance with California Code of Regulations, Title 5 18078 (g). Family Fee Schedule for Fiscal Year 2019–20 [https://www.cde.ca.gov/sp/cd/ci/mb1904.asp]

- Center Hours: 7:50 am to 4:00 pm Monday thru Thursday,
- Friday 8:00 am to 12:30 pm or until 2:30 pm depending on family needs.
- All Program hours and days are subject to change.

To Enroll:
Please read the attached information sheet and make certain that you/your child qualify before you fill out this application. Complete the attached application, both sides, including the income information. Make sure to clearly write your name and address, including city and zip code and telephone # and email. You will be notified of acceptance by mail, email and/or telephone.

Eligibility List:
This is an application; it does not mean that your child is automatically accepted/enrolled in the program. The Center may not be able to accept all families that apply. If we are unable to enroll your child, your application will be placed on the eligibility list. You may be contacted after the semester begins. If you have any questions, please call the Campus Child Development Center at (323) 953-4000 ex. 2220 or Email LACC-CDC@LACCD.EDU
Non-Discrimination Statement:
The Campus Child Development Center is operated in a manner which is free from discrimination based on race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition, sexual orientation, disability. LACCD Board Rule 1202.

Open Door Policy:
The LACC Campus Child Development Center has an “open door” policy. Parents/Guardians/Family members may visit their enrolled child in the facility any time they wish. We do ask those who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made.

The Center participates in CA Dept. of Education Child and Adult Care Food Program (Families are requested to complete a food application each school year for continued funding).

USDA Nondiscrimination Statement
U.S. Department of Agriculture nondiscrimination statement for child nutrition program participants.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online Filing a Program Discrimination Complaint as a USDA Customer page at https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410.
2. Fax: 202-690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Nondiscrimination Statement translations for SNAP, SNAP-Ed, FDPIR and all other FNS nutrition assistance programs (e.g., CACFP, CSFP, FDD, NSLP, SFSP, WIC).

Thank you for your interest in enrolling your child at the Los Angeles City College, Campus Child Development Center!

You will need to bring the following to apply and be issued a rank #:

- **Application** for childcare services completed (front & back)
- **Class Schedule** (Admissions office, ask for your Student Study list)
- **Educational Plan** (Counseling Office, must include all classes on Schedule)
- **Birth certificates** for ALL children under 18 that ARE PART OF the household
- **Immunizations for child you are requesting care for** (Yellow card or CSIR card, baby book)
  - PHYSICIAN’S REPORT—CHILD CARE CENTERS LIC 701
    - [https://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC701.pdf](https://www.cdss.ca.gov/cdssweb/entres/forms/English/LIC701.pdf)
- **Proof of Address**: Utility Bill, or other mail in parent/guardians name (Gas, Water, Power)
- **Proof of Income**: Issued in current month, for all adult household members
  - Cash Aid: Notice of action or Verification of Benefits, indicating Cash aid amount
  - Social Security: verification of benefits or award letter
  - Earnings from work: paycheck stubs with year to date (4 weeks’ worth)
    - Earnings from self-employment: Income Tax Transcripts for previous Tax year

Your child’s application must be complete before “rank” number may be issued

1ST Priority will be given to INCOME ELIGIBLE Full-time students that WANT FULL TIME CARE.

2nd Priority will be given to INCOME ELIGIBLE, working families that WANT FULL TIME CARE.

If you have any questions please do not hesitate to call, or email the center office from:
Monday-Thursday 8:00 am-4:00 pm & Friday from 8:00 am-12:30 pm

[323-953-4000 x2220](tel:3239534000)  LACC-CDC@LACCD.EDU
**LACC, Campus Child Development Center APPLICATION**

**APPLICATION ARE FOR ONE SEMESTER ONLY!**

**PLEASE PRINT CLEARLY**

Names of Children Living in the Household:

<table>
<thead>
<tr>
<th>Need care</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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Parent/Guardian Information:  ☐ Single Parent Household  ☐ Two Parent Household  ☐ Other__________________________

Parent/Guardian 1:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID #</th>
<th>Relation to child</th>
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<tr>
<th>Address</th>
<th>City</th>
<th>Zip Code</th>
<th>Phone #</th>
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Email: __________________________________________ Message #

Parent/Guardian 2:

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<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Student ID #</th>
<th>Relation to child</th>
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<th>City</th>
<th>Zip Code</th>
<th>Phone #</th>
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Email: __________________________________________ Message #

Parent/Guardian 1  Are you Parent/Guardian 2

| ☐ | Currently a student at LACC or other LACCD college | ☐ |
| ☐ | Currently Working | ☐ |
| ☐ | Medically Incapacitated/Disabled (have documentation) | ☐ |
| ☐ | Seeking employment | ☐ |
| ☐ | Homeless/Seeking Housing (have documentation) | ☐ |
| ☐ | Requesting part-day educational preschool experience for a child three or older | ☐ |

Special Need of child:

- Child Protective Services ☐
- Child has an IFSP or IEP ☐
- Child is being evaluated by Doctor, Regional Center or Local School District ☐
- Ongoing Health Conditions ☐
- Dietary Restrictions (Medical or Personal preference) ☐
- Allergies (food or Medication) ☐
- Other: Please explain ☐

If yes, please explain

Please Complete other side
LOS ANGELES CITY COLLEGE
CAMPUS CHILD DEVELOPMENT CENTER
APPLICATION

Source of Income | Total Dollar Amount before taxes and deductions | Who collects Income? Parent/Guardian 1 or 2
--- | --- | ---
Employment/Job |  |  
Unemployment |  |  
CalWORKs or TANF |  |  
SSI, Disability, Work-mans’ Comp. |  |  
Survivor Benefits |  |  
Child Support or Spousal Support received |  |  
Veterans Pension |  |  
Inheritance, Settlements, Dividends interest |  |  
Housing or Auto included in pay |  |  
Rental income |  |  
Foster Care grant |  |  
Other: please describe |  |  
SNAP, Supplemental Nutrition Assistance (Food Stamps) |  |  

Total Household Income: $________________________ # of Adults _______ # of Children (under 18) = Total Household size__________

Program | Morning (half day) 8:30 am to 12:30 am Requirements to qualify: | All Day (full day) 8:00 am up to 4:00 pm, Friday 2:30 Requirements to qualify:
--- | --- | ---
California State Preschool: CSPP | • Low income  
• Part time student or work  
• Age eligible child (3 to 5 years old) | • Low Income  
• Full time Student or Work or combination of both  
• Proof of Need required  
• Age eligible child (3 to 5 years old)
General Child Care Grant: CCTR | • Low Income  
• Full time or Part time Student or Work or combination of both  
• Proof of Need required for all adults in household  
• Age eligible child (2-year-old) | • Low Income  
• Full time or Part time Student or Work or combination of both  
• Proof of Need required for all adults in household  
• Age eligible child (2-year-old)

Children must be able to attend five days a week to ensure continuity of care. You can find information on program funding terms and Conditions at: https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp

ACKNOWLEDGEMENT

I acknowledge that completing an application does not guarantee enrollment. I certify that the information I have given on this application is true and correct, incorrect information may change my eligibility for center services.

Subsidized child development services are not entitlements; families must meet eligibility requirements. Ultimately, the burden of proof is on the parent, not the Center. If a parent cannot prove eligibility, the Center has no obligation to serve the family. At any stage of the enrollment process or child attendance in the program, service may be suspended, if fraud is substantiated. Documentation of fraud will be forwarded to the General Legal Counsel of the Los Angeles Community College District (LACCD). If a family has obtained services through fraud, repayment of outstanding balance of tuition is required before any future services are considered. The center may verify information/documentation provided by the parent.

Signature of Applicant: ___________________________________________ Date:____________________