



LOS ANGELES CITY COLLEGE  
CAMPUS CHILD DEVELOPMENT CENTER  
APPLICATION



**Introduction:**

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

**1<sup>st</sup> Priority for Preschool services** shall be given to Child Protective Services children or children at risk. After this, priority is given to eligible four year old children with lowest adjustable family income. All eligible four year olds shall be enrolled prior to serving eligible three year old children.

- A four year old child is four **on or before** September 1<sup>st</sup>.
- A Three year old child is three **on or before** September 1<sup>st</sup>.

**1<sup>st</sup> Priority for General Child care services** shall be given to Child Protective Services children or children at risk. After this, priority is given based on need (Employment, Vocational Training or Education)

- 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 1:8. 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.

Many families will qualify for state preschool grant program, CalWORKs program and general childcare program and receive subsidized care. **For those that do not qualify, there is a fee for the Center's services. It is a sliding fee, from \$1.00 to \$5.00 per hour, depending on the family's gross income.**

**Family Fees:**

In accordance with EC8723 families will be assessed a flat monthly fee at the time of initial certification and only be reassessed when a family recertifies or when the family data file is update due to a change in status. Fees will be assessed and collected in accordance with California Code of Regulations, Title 5 (5CCR) Section 18109.

☺ The hours of the Center are from 7:50 am to 4:30 pm, Monday through Thursday, and Friday until 2:30pm.

☺ 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 form, both sides, including the income information. Make sure to clearly write your name and address, including city and zip code and telephone #. We send notices of acceptance by mail and/or telephone.

**Eligibility List:**

This is an application; it does not mean that your child is automatically enrolled in the program. The Center is not 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**

**Non Discrimination Statement:**

The Campus Child Development Center is operated in a manner which is free from discrimination on the basis of 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/Lab School 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 required to complete a food application each school year for continued funding*)

#### **U.S. DEPARTMENT OF AGRICULTURE NONDISCRIMINATION STATEMENT**

- 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 at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) 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) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Please note: The protected classes for the Child and Adult Care Food Program are race, color, national origin, age, sex, and disability. This institution is an equal opportunity provider

#### **DECLARACIÓN DE NO DISCRIMINACIÓN DEL DEPARTAMENTO DE AGRICULTURA DE EE.UU.**

- De conformidad con la ley federal de derechos civiles y los reglamentos y las políticas de derechos civiles del Departamento de Agricultura de EE. UU. (U.S. Department of Agriculture, USDA), se prohíbe al USDA, sus agencias, oficinas y empleados y a las instituciones que participan o administran programas del USDA a discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalias o venganza por actividades previas relacionadas con los derechos civiles, en cualquier programa o actividad realizado o financiado por el USDA.
- Las personas con discapacidades que necesitan medios de comunicación alternativos para obtener información de los programas (por ejemplo, Braille, letra grande, cinta de audio o lenguaje de signos americano) deben ponerse en contacto con la agencia (local o estatal) donde solicitaron los beneficios. Las personas sordas, con dificultades auditivas o con discapacidad del habla pueden contactar al USDA por medio del servicio federal de retransmisión (Federal Relay Service) al 800-877-8339. Además, podría estar disponible información de los programas en otros idiomas aparte del inglés.
- Para presentar una queja por discriminación, llene el formulario de quejas por discriminación en los programas del USDA (USDA Program Discrimination Complaint Form, AD-3027) que se encuentra en línea en [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) o en cualquier oficina del USDA, o escriba una carta dirigida a USDA y adjunte toda la información solicitada en el formulario. Para pedir una copia del formulario de queja, llame al 866-632-9992. Envíe su formulario de queja completo o carta a USDA por:

- (1) Correo postal: 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 o
- (3) Correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Esta institución es un proveedor que ofrece igualdad de oportunidades.

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 child care services, <http://www.lacitycollege.edu/resource/cdc/>
- ✚ **Class Schedule Printout** (Class schedule from Student Information System)
- ✚ **Educational Plan** (Indicating classes on Registration from Counseling Office)
- ✚ **Birth certificates** for ALL children under 18 that ARE PART OF the household (including the child on the application)
- ✚ **Immunization Record** (Yellow card or CSIR card, baby book)
- ✚ **Utility Bill** in parents name (Gas, Water, Power) or other official mail with parents name
- ✚ **Proof of Income** for all household members (issued in current month)
  - Notice of action or Verification of Benefits, indicating Cash aid amount
  - Social Security verification of benefits
  - Paycheck stubs with year to date (4 weeks' worth)
  - Income Tax Transcripts for previous Tax year  
(Only if self-employed), only available by mail will take 5-10 days
    - <http://www.irs.gov/Individuals/Get-Transcript>
    - 300 N Los Angeles St, Los Angeles, CA, (844) 545-5640

**Your child's application must be complete before we can issue a "rank" number!**

- 1<sup>ST</sup> Priority will be given to Children at Risk in Protective Services or Homeless
- 2<sup>nd</sup> Priority will be INCOME ELIGIBLE Full time LACC students that WANT FULL TIME CARE.
- 3<sup>rd</sup> Priority will be given to INCOME ELIGIBLE, working families that WANT FULL TIME CARE.
- All applications WILL be considered after 1<sup>st</sup> -3<sup>rd</sup> priorities have been placed.

If you have any questions please do not hesitate to call and ask, the center office is open from:  
Summer office Hours Monday-Thursday 8:00 am-4:00 pm CLOSED ALL FRIDAYS  
Fall thru Spring Semester Monday-Thursday 8:00 am-4:00 pm, Fridays 8:00 am-2:30pm.



323-953-4000 x2220



323-953-4070



cdc@lacitycollege.edu

## New Student Checklist

All new students must complete [Matriculation](#) in order to successfully enroll at LACC and receive priority enrollment. Below are the steps to get you on the road to becoming a successful student at LACC.

STEP 1	<p><b>Admissions</b> <a href="http://www.lacitycollege.edu/services/admissions/apply-enroll.html">http://www.lacitycollege.edu/services/admissions/apply-enroll.html</a> (323) 953-4000 Ext. 2104 SS-1F</p> <p><b>Apply Online</b> <a href="http://www.lacc.edu/Students/opencccapply/applylacc">http://www.lacc.edu/Students/opencccapply/applylacc</a> <i>Note: Be prepared to declare a Major and an educational goal. You are considered a NEW student if you have never applied nor attended a school in the Los Angeles Community College District. If you are currently in high school and want to take classes at LACC, you are considered a current high school student. If you graduated or discontinued enrollment from high school prior to entering college, you are considered a new student.</i></p>
STEP 2	<p><b>Orientation</b> <a href="http://www.lacitycollege.edu/services/matriculation/orient_welcome.html">http://www.lacitycollege.edu/services/matriculation/orient_welcome.html</a> (323) 953-4000 Ext. 2264 SS-2F</p> <p>New students must attend orientation in order to receive priority registration. If you prefer In-Person orientation schedule an appointment.</p>
STEP 3	<p><b>Assessment</b> <a href="http://www.lacitycollege.edu/services/matriculation/assessment.html">http://www.lacitycollege.edu/services/matriculation/assessment.html</a> (323) 953-4000 Ext. 2264 SS-2F</p> <p>New students must complete assessment in order to receive priority registration. Assessments are available on a <b>Drop-In basis</b>. <b>Test Schedule</b> is available.</p> <p><i>*Note: You must have your Student ID Number before test date.</i></p>
STEP 4	<p><b>Counseling</b> <a href="http://www.lacitycollege.edu/services/counsel/counsel.html">http://www.lacitycollege.edu/services/counsel/counsel.html</a> (323) 953-4000 Ext. 2250 SS-1F</p> <p>Choose your classes with a counselor in a educational planning session. During your second semester of attendance (or after), contact the Counseling Office to schedule a counseling appointment to complete a comprehensive student education plan.</p> <p><b>Schedule appointment online: use web address above</b></p>
STEP 5	<p><b>Register for Classes and Pay Fees</b> Online: <a href="https://eweb4.lacc.edu/WebStudent/signon.asp">Register for Classes https://eweb4.lacc.edu/WebStudent/signon.asp</a> <b>Pay Enrollment Fees</b></p> <p><b>Financial Aid</b> (optional) SS-1F (323) 953-4000 Ext. 2010</p> <p>Free Application for Federal Student Aid (FAFSA) is available at each of our college campuses or you can apply online at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. To be eligible for various grants, you must submit your form by March 2. To learn more, please contact the Financial Aid Office.</p> <p><b>Online Assistance:</b> <a href="mailto:finaid@lacitycollege.edu">finaid@lacitycollege.edu</a></p>

**A continuing student** is one who attended classes at LACC in **one of the two previous semesters**.

### **Enrolling at LACC**

#### **Step 1: Counseling Appointment**

- See a counselor in advance of registration. Make sure you are selecting the correct classes to reach your academic goals; whether it is a degree, certificate, university transfer or other professional/personal goal. You can schedule a counseling appointment **online** or in person at the Assessment/Matriculation Office (SS-2F).

#### **Step 2: Apply for Financial Aid**

- Financial aid in the form of grants, scholarships, fee waivers, work study and student loans are available. The Free Application for Federal Student Aid (FAFSA) is available at each of our college campuses or you can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To be eligible for various grants, you must submit your form by March 2. Applications are available at the campus Financial Aid Office. To learn more, please contact the Financial Aid Office.

#### **Step 3: Get Registered!**

- You will receive an appointment date and time to register for your classes (by e-mail or in person at the Admissions Office). Counselors can help you select classes before you enroll. On or after that counseling appointment, you can go to the Student Information System to enroll **online**. Enroll early since classes fill quickly!

You are considered a **returning student** if you have been previously enrolled at LACC but had a break of **more than two semesters between enrollments** at Los Angeles City College. Although you may have already submitted an application to attend LACC when you first started here, **if it has been at least two semesters since you last enrolled you will need to submit another application.**

### **Enrolling at LACC**

#### **Step 1: Submit Another Application to LACC**

*Note: If taking a course at the college while in high school, you are considered a current high school student. If you graduate or discontinue enrollment from high school prior to entering college, you are considered a new student.*

#### **Step 2: Submit Official Transcripts**

You can have your official, sealed transcript and/or score report mailed directly to our college from your previous college/university. Bring official transcripts from all high schools, colleges and trade schools attended. With these reports, you may be able to:

- Clear prerequisites for advanced language courses
- Meet transfer requirements
- AP score reports may also help you receive college credit; consult a counselor to learn more

Advanced Placement (AP) and or International Baccalaureate (IB) shall be used toward meeting General Education requirements and graduation competency for the Associate of Arts and Associate of Science Degrees. Students must receive a passing score (3, 4, or 5) on an AP exam to receive the credit. Proof of any AP credit should be taken to the Admissions Office in SS-1F, and appropriate credit will be reflected on your transcript.

#### **Step 3: Apply for Financial Aid**

Financial aid in the form of grants, scholarships, fee waivers, work study and student loans are available. The Free Application for Federal Student Aid (FAFSA) is available at each of our college campuses or you can apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). To be eligible for various grants, you must submit your form by March 2. Applications are available at the campus Financial Aid Office. To learn more, please contact the **Financial Aid office**.

#### **Step 4: Make a Counseling Appointment**

See a counselor in advance of registration. Make sure you are selecting the correct classes to reach your academic goals; whether it is a degree, certificate, university transfer or other professional/personal goal. You can schedule a counseling appointment **online** or in person at the Assessment/Matriculation office (SS-2F).

#### **Step 5: Get Registered!**

You will receive an appointment date and time to register for your classes (by e-mail or in person at the Admissions Office). Counselors can help you select classes before you enroll. On or after that counseling appointment, you can go to the Student Information System to enroll **online**. Enroll early since classes fill quickly!



# 2017-2018

THIS APPLICATION IS GOOD FOR ONE SEMESTER ONLY!  
 PLEASE PRINT CLEARLY

**Children Living in Household:**

Child's Last Name	Child's First Name	Child's Middle Name	Requesting Care	Sex	DOB
1)			<input type="checkbox"/>		
2)			<input type="checkbox"/>		
3)			<input type="checkbox"/>		

Student/Parent information: Indicate if household is a  Single parent OR  Two parent

<b>Parent/Guardian 1</b>	Last Name	First Name	Student ID #	Relation to Child
	Address	City	Zip	Primary ☎
	Parent E-mail Address		Cell or Message ☎	

<b>Parent/Guardian 2</b>	Last Name	First Name	Student ID #	Relation to Child
	Address	City	Zip	Primary ☎
	Parent E-mail Address		Cell or Message ☎	

Need Reason	Parent/Guardian 1	Parent/Guardian 2
Are you currently a student at LACC	<input type="checkbox"/>	<input type="checkbox"/>
Working	<input type="checkbox"/>	<input type="checkbox"/>
Medically Incapacitated/Disabled (documentation required)	<input type="checkbox"/>	<input type="checkbox"/>
Seeking employment (documentation required)	<input type="checkbox"/>	<input type="checkbox"/>
Homeless/Seeking Housing (documentation required)	<input type="checkbox"/>	<input type="checkbox"/>
Part-day educational preschool experience for child (3 or Older)	<input type="checkbox"/>	<input type="checkbox"/>

Special Needs (Check all that apply)	Yes, please describe	No
Child Protective Services	<input type="checkbox"/>	<input type="checkbox"/>
Child has IFSP or IEP	<input type="checkbox"/>	<input type="checkbox"/>
Child receives services through Regional Center or Local School District	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing Health Problems	<input type="checkbox"/>	<input type="checkbox"/>
Dietary Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Allergies (Food or Medication)	<input type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>

Please turn over and complete the other side.

### FEES AND FINANCIAL INFORMATION

The income level is determined by the total gross (before taxes) income and the number of people in the family.

**Documentation Must Accompany this Application, please see attached.**

Monthly Income and Sources (Enter total dollars, before taxes and deductions, for each source of income for parent/guridan in the household).		
Income ?s	Parent 1	Parent 2
Job/ Employment	\$	\$
Unemployment	\$	\$
CalWORKs or TANF	\$	\$
SSI, Disability, Workmans Comp	\$	\$
Survivor benefits	\$	\$
Childsupport or Spousal support	\$	\$
Veterans pension	\$	\$
Inheritance	\$	\$
Housing or auto included in pay	\$	\$
Settlements	\$	\$
Rental income	\$	\$
Dividends interest	\$	\$
Foster care grant	\$	\$
Other (please describe) _____	\$	\$
<b>Total of gross monthly income?</b>	\$ _____	
<b># of people that depend on this income?</b>	# _____ Adult s # _____ Children (under 18) = <b>Total Household size</b> _____	

### PROGRAM SCHEDULE REQUEST

Program Hours		MONDAY THURSDAY	FRIDAY	Basic Requirments for programs
<b>Pre school CSPP</b>	<b>Morning</b>	7:50am to 12:30pm	7:50am to 12:30pm	<ul style="list-style-type: none"> <li>Low income</li> <li>Part time student or work</li> <li>Age eligible child (3-5yrs)</li> </ul>
	<b>All Day</b>	7:50am to 3:00-4:30 pm	7:50am to 2:30pm	<ul style="list-style-type: none"> <li>Low income,</li> <li>Full time student or full time Work</li> <li>Must prove need</li> <li>Age eligible child (3-5 yrs)</li> </ul>
<b>General Childcare CCTR</b>	<b>Morning</b>	7:50am to 12:30pm	7:50am to 12:30pm	<ul style="list-style-type: none"> <li>Low income,</li> <li>Part time or Full time student</li> <li>Documented need</li> <li>Age eligible child (2 year old)</li> </ul>
	<b>All Day</b>	7:50am to 3:00-4:30 pm	7:50am to 2:30pm	
<b>Funding Terms and Conditions for Child Development Contracts for 2016 17. CSPP and CCTR</b> <a href="http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp">http://www.cde.ca.gov/fg/aa/cd/ftc2016.asp</a>				

### ACKNOWLEDGEMENT

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

Subsidized child development services are not an entitlement; families must meet eligibility requirements. Ultimately, the burden of proof of eligibility is on the parent, not the Center. If the parent cannot prove eligibility, the Center has no obligation to serve the family. At any step in the completion of the enrollment process or child attendance in the program, services may be suspended, if fraud is substantiated. Documentation of fraud will be forwarded to the General Legal Council 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