

CRAFTON HILLS COLLEGE
CHILD DEVELOPMENT CENTER
ENROLLMENT INFORMATION
2009-2010 Academic Year

Thank you for your interest in the Crafton Hills College Child Development Center. The Center offers full and part time care for children from 2 years 9 months through 5 years of age. We have subsidized (State Preschool) and full cost care available. Please find attached the eligibility application. Once your completed application is submitted to our office, you will be placed on the waiting list. Please read the following information carefully before completing the application:

The attached application is **NOT** a registration form; it is an initial eligibility/waiting list application only. Parents will be notified by phone if and when the child is accepted for registration. Applicants who are accepted for Fall Semester will be notified as soon as possible prior to the start of school. If a child is not initially accepted, the application will remain active for the current academic year and notification will be made as space becomes available. It is each parent's responsibility to notify the Center at 389-3400 of any changes involving telephone numbers, income, schedule changes, etc.

It is also each parent's responsibility to RESUBMIT a new application each JUNE 1st for the upcoming academic year.

ELIGIBILITY:

Students, college staff and faculty and members of the community are eligible for enrollment as space becomes available.

APPLICATION PROCEDURE:

1. Complete the Eligibility Application. Make sure to carefully and accurately complete every item. Applications submitted with missing information will NOT be processed.
2. This form should be filled out by parents requesting State Preschool AND parents applying for full cost care.
3. Return the completed application to the Child Development Center. Initial applications for the following academic year will be accepted starting **June 1st**. Applications will be accepted on an on-going basis throughout the academic year. A new application must be submitted each summer (June 1st-July 31st) for the upcoming academic year. **This application is for the 2009-2010 academic year only.**
4. You will be notified by telephone if we have an available slot for your child. At that time we will send you the complete registration packet and make an appointment for you to come to the center to complete the registration process and attend a mandatory orientation session. At that time we will also charge a \$60 nonrefundable enrollment fee, payable by check or cash. You are welcome to call the Center at any time to check on the status of your application.
5. You may drop the initial application off at the center personally, with any documentation attached or you may fax or mail your application (and documentation if required) to:

CHC Child Development Center
11711 Sand Canyon Road
Yucaipa, CA 92399
(909) 389-3400
FAX (909) 389-3620