

CHILD DEVELOPMENT CENTER/LAB SCHOOL  
11711 Sand Canyon Road  
Yucaipa, CA 92399  
909 389-3400

## **ENROLLMENT INFORMATION**

2018-2019 Academic Year

Thank you for your interest in the Crafton Hills College Child Development Center/Lab School. The Center part-day preschool and full day care for children 3- 5 years of age. We have subsidized (State Preschool/income qualifying) and parent fee-based programs available. Once you have completed and submitted the appropriate application to our office you will be placed on our waiting list. Please read the following information carefully before completing the application:

The application is **NOT** a registration form; it is an initial eligibility/waiting list application only. Parents will be notified by phone or email if and when the child is accepted for enrollment. Applicants who are accepted 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 (909)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 **May 1st** for the upcoming academic year.

### **ELIGIBILITY:**

**State Preschool:** Family's full monthly gross income must be entered onto the application and income must meet CDE guidelines. First priority goes to Child Protective Service Referrals for 3 & 4 year olds regardless of income. Also first priority goes to children who will be 4 years old on or before September 1, 2018. Second priority will be children who are 3 years old on or before September 1, 2019. Applications are ranked according to income/family size per CDE guidelines.

**Fee-Based Program:** Children of students, college staff and faculty, and members of the community are eligible for enrollment. Children must be 3 years of age by September 1st of the current school year.

### **APPLICATION PROCEDURE:**

1. Complete the appropriate Enrollment Application for the program you are applying for – State Preschool (Subsidized) or Fee-Based. Make sure to carefully and accurately complete every item. Applications submitted with missing information will **NOT** be processed.
2. Return the completed application to the Child Development Center. Initial applications for the following academic year will be accepted starting **May 1st**. Applications will be accepted on an on-going basis throughout the academic year. **This application is for the 2018-2019 academic year only.**
3. Registration will begin in June. You will be notified by telephone or email. You will be asked to complete a registration packet, schedule an appointment to complete the registration process, and attend a mandatory orientation session. Also, at this time you will be required to submit a **\$75 non-refundable registration fee and a \$25 materials fee**, payable by check or money order (Fee-Based Program only). You are welcome to call the Center at any time to check on the status of your application.

**This institution is an equal opportunity provider.**



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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) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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For additional information, please contact: Deborah Wasbotten, Director CHC CDC