

CHC CHILD DEVELOPMENT CENTER/LAB SCHOOL
11711 Sand Canyon Road
Yucaipa, CA 92399
909 389-3401

ENROLLMENT INFORMATION
2023-2024 Academic Year

Thank you for your interest in the Crafton Hills College Child Development Center/Lab School. The Center offers several programs for children 3-5 years of age:

- A part-day private pay early education program, 8 am – noon.
- A full-day extended care program 7 am – 4:30 pm for enrolled private-pay early education participants only.
- A State Preschool program which is income qualifying and subsidized by the San Bernardino County Superintendent of Schools. This is a Monday – Friday, 3-hour per day program 8:15-11:15 **or** 12:30-3:30.

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) 389-3401 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:

Early Education/Preschool Program (Private Pay): 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 for which they are enrolling.

State Preschool (State Subsidized): Family's full monthly gross income must be entered onto the application and income must meet CDE guidelines. Priority goes to Child Protective Service Referrals for 3- & 4-year-olds regardless of income. Also, priority goes to children who are on Individualized Education Plans and to those children who will be 4 years old on or before December 1, 2023. The next priority will be given to children who are 3 years old on or before December 1, 2023. Applications are ranked according to income/family size per CDE guidelines.

APPLICATION PROCEDURE:

1. Complete the appropriate Enrollment Application for the program you are applying for – **Child Development Center Preschool/Child Care application** or **State Preschool Eligibility Form**. Make sure to carefully and accurately complete every item. Applications submitted with missing information will **NOT** be processed.
2. Applications will be accepted starting **May 1st for the 2023-2024 academic year**. Applications will be accepted on an on-going basis throughout the academic year. Return the completed application to the Child Development Center. **This application is for the 2023-2024 academic year only.**
3. Registration will begin in June for the 2023-2024 school year. 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, **Private-Pay Program** applicants **only** will be required to submit a **\$75 non-refundable registration fee and a \$25 materials fee**, payable by check or money order. You are welcome to call the Center at any time to check on the status of your application.



Child Development Center/Lab school

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, audiotope, 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, 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.

For additional information, please contact: Heather R. Stephens, Interim Director CHC CDC