



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

ENROLLMENT INFORMATION

2025-2026 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 8:15-11:15am **or** 12:30-3:30pm.

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.**

*All children must have a health screening, within the year of application. A link to this form is located on our website.

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 December 1st of the current school year for which they are enrolling.

Application procedure for private pay:

1. Complete the Interest Form/Application. 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 2025-2026 academic year**. Applications will be accepted on an on-going basis throughout the academic year. Return the completed application to the Child Development Center or scan/email it to deabrown@craftonhills.edu. **This application is for the 2025-2026 academic year only.**
3. 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, you will be required to submit a **non-refundable registration fee and 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.

State preschool information continued on the following page

State Preschool (State Subsidized): 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, 2025. The next priority will be given to children who are 3 years old on or before December 1, 2025. Applications are ranked according to income/family size per CDE guidelines.

Application procedure for state preschool:

1. Create an Account. Go online via the Google based platform and create a Parent Portal User account: <https://sanbernardino.sishubbe.com/Parents/SBCSSStatePreschoolProgram/Login/Register>
2. Once you have created your account and have included the parent/guardian information and your child's information, choose: **San Bernardino County Superintendent of Schools, Part-Day State Preschool Program** and select *program year 2025-2026*. **Next, choose SPS - EV-Crafton College** then select either the AM program (8:15-11:15am) or the PM program (12:30-3:30pm).
3. Fill out all the required information and upload the required documents.
4. Submit Application. NOTE: *Submission of an application does not automatically enroll your child*. After submitting your child's application, you will be contacted and informed of the next steps via email/phone once your child's eligibility has been determined.

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: Deanna Brown, Director CHC CDC

Community Care Licensing Facility # 364811521