

Los Rios Community College District

American River College • Cosumnes River College • Sacramento City College

CHILD DEVELOPMENT CENTER APPLICATION AND ADMISSION PROCESS

!!! ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED!!!

Application packets will be reviewed for completeness before they will be accepted. Application packets are evaluated for eligibility/need guidelines (State Department of Education Title 5) and assigned a priority number.

It is the family's responsibility to provide ALL the information and documentation necessary to the center to determine if the family meets both eligibility and need qualifications. If provided documentation is inadequate, the center may ask the parent for more documentation.

1. Turn in Completed Application Packet:

All forms completed and signed by parent attending classes (2 class schedules needed if both parents are students)

- Employment Verification signed by Supervisor (2 needed if both parents work)
- Physician's Report signed by Child's Doctor
- All required copies:**
- Copy of class enrollment (2 needed if both parents are students)
- Copies of birth certificate for all children (under the age of 18) in the family
- Copy of Child's Immunization Card (front & back)
- Copies of required income documentation (MOST RECENT MONTH OF PAYSTUBS)
- Copy of most recent month of ANY other family income received (AFDC, SSI, DSI, Unemployment, Child Support, etc.)
- Proof of CalWORKs, TANF or Cash Aid (if applicable)

2. **Notification of Acceptance and Certification Appointment:** Child care is assigned based on priority number and available space in the program for the days and times requested. Once your child has been accepted into the program, a certification appointment will be scheduled.

Families that do not attend the certification appointment and do not notify or reschedule will be dropped from the childcare schedule and that space given to another family without further notice.

3. **Enrollment and Certification:** At the time of your certification appointment, all enrollment papers are completed, hours of childcare are assigned and a start date is determined. Child care contract responsibilities will be reviewed with you and you will receive a copy of the Family Handbook and the LRCCD Policies & Procedures.

4. **First Day of Attendance:** If children are absent on the first day of their scheduled attendance, without prior notification to the center, they will be dropped and their assigned child care hours will be given to another family.

5. Schedule Changes:

- a. **Prior to Enrollment:** If you change your schedule after child care hours have been assigned and certification appointment has been set, the application will need to be reevaluated. We can not guarantee changes.
- b. **After Enrollment:** The schedule agreed upon at the certification appointment is your schedule for the next 12 months. If you need/desire a schedule change, you must submit a Schedule Change Request form. Schedule changes are not guaranteed.