



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

WAITLIST APPLICATION LETTER

Child Development Center: City Mesa Miramar

Dear Family:

Thank you for your interest in our Child Development Center.

Our Centers offer free or low cost child care **for children ages 2 – 5 years of age, and 6 months – 5 years** at City College Child Development Center. Our Centers are laboratory schools where college students learn to study growth and development patterns of young children. Our teaching staff provide a rich variety of activities to help encourage children to have a sense of self-worth and creative expression.

Our Centers are funded by the California Department of Education (CDE), Child and Adult Care Food Program (CACFP), and the San Diego Community College District (SDCCD). City and Mesa College Child Development Centers also offer a collaboration of Head Start services with Neighborhood House Association.

We are open during the Fall and Spring Semesters and follow the San Diego Community College District academic calendar.

Please complete the attached application and return it with the following documentation:

- copies of your last month's income** (pay stubs, CalWorks notice, financial aid, etc.)
- copies of birth certificates for all your children under 18 years old**

Once your application is received it will be ranked according to the CDE guidelines (see back of this notice). Once an opening occurs we will contact the highest ranked family on the waitlist.

Please call our Center at (619) 388-7851 if you have any questions. Thank you for your interest in our program.

Sincerely,

San Diego Community College District
Child Development Center

City College Child Development Center
1313 Park Blvd., Building F
San Diego, CA 92101
M-F 7:30 – 4:30 (4:00 Infants)

Mesa College Child Development Center
7250 Mesa College Drive, Building R-100
San Diego, CA 92111
M-Th 7:30 – 4:00 / F 7:30-12:00

Miramar College Child Development Center
10440 Black Mtn. Road, Building F-200
San Diego, CA 92126
M-Th 7:45 – 4:00 / F 7:45-1:00



Admission Priorities, Waiting List and Displacement (EC 8261, 8263(b), 5 CCR 18106)

1. Admission Priorities

- a. First Priority:
 - i. Contractors shall give first priority to families whose children are recipients of child protective services, or who are identified as neglected, abused or exploited or at risk of being neglected, abused, or exploited.
 - ii. Within this priority, children receiving child protective services through the local county welfare department shall be admitted first.
 - iii. If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.
 - iv. Except for situations where not all of the children in a family are certified based on child protective services, or the child's special need, a family that has a child or children enrolled in a program shall be allowed to enroll additional children provided there exists an appropriate program opening such as infant care or services to school age care children in which to enroll the child.
 - v. When not all of the children in a family are certified based on child protective services or the child's special need, the other children or the parents in the family must meet both eligibility and need criteria (EC 8263[a][1][A]) prior to enrollment and shall be admitted in accordance with priorities specified in EC 8263(b).
- b. Second Priority: (EC 8263[b][2])
 - i. All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest income ranked families admitted first.
 - ii. For purposes of determining the order of admission, families with the lowest gross monthly income in relation to family size as determined by a schedule adopted by the State Superintendent of Public Instruction shall be admitted first. Public assistance grants are counted as income.
 - iii. When two or more families have the same income ranking, the family that has a child with exceptional needs shall be admitted first.
 - iv. If there is no family of the same income ranking with a child with exceptional needs, the family with the same income ranking that has been on the waiting list the longest shall be admitted first.
- c. Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services. (5 CCR 18106[d])
- d. In accordance with EC 8263(b)(3), the CDE may grant a waiver to the priorities specified above in order for the contractor to serve specific populations. Requests may not include waiver of the fee schedule or admission of ineligible families. Waiver requests shall be submitted to the CDE and approved prior to implementation.