

# **Child Development Center College of the Redwoods**

**7351 Tompkins Hill Road • Eureka, CA 95501**

**(707) 476-4337 • FAX (707) 476-4414**

Dear Parent,

Thank you for your interest in the College of the Redwood's Child Development Center. Attached is an application for you to complete and return to the Child Development Center Office. The information on the attached form will help us determine when an opening may be available for your child(ren). If there are no openings, your child's name will be placed on our waiting list, and when an opening is available, you will be contacted.

The College of the Redwoods Child Development Center is licensed to provide child care to children ages 18 months to kindergarten age. The Child Development Center has two purposes: to provide quality child care and education for children, and to provide practical training experiences for child development majors.

## PHILOSOPHY

The staff at the Child Development Center believe that a high quality early childhood education program will provide a safe and nurturing environment, which promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of families. We offer a well-planned developmentally appropriate curriculum based on individual needs of the children. The Child Development Center is operated on a non-discriminatory basis offering equal treatment and access to services without regard to race, color, religion, sex, sexual orientation, gender, ethnic group identification, national origin or ancestry or mental or physical disability.

## TEACHING STAFF

The teachers are well qualified, certificated professionals in Early Childhood Education. Work Study students assist in the classrooms and ECE Students enrolled in Early Childhood Education classes participate in the classroom to gain experience.

## TODDLER PROGRAM

The Child Development Center has a Toddler program for children 18 mos.-3 years old. These classrooms focus on respect for the child in all interactions and activities and sensitivity to cultural background. The Teachers attend to the individual child's needs, which create the important bond between child and caregiver in the absence of the parent. Routines such as diapering, toileting, eating and sleeping are considered key learning experiences for the children as well as are activities in art, music, large and small motor activities, sensory play, pretend play, and language. Healthy meals and snacks are provided in a relaxed, family-style manner, and an opportunity to nap or rest is included in a typical day. The older toddlers begin to prepare for preschool as well.

## PRESCHOOL PROGRAM

The Child Development Center also offers care for children from 3 years to kindergarten age. This program provides a developmentally appropriate approach that includes periods of child-initiated play and teacher-directed activities. The Center staff strive to create an atmosphere in which individual needs of the children can be met in a comfortable, supportive setting. Indoor and outdoor activities include art, music, fine and gross motor activities, woodworking, dramatic play, rich language experiences, science and nature, cooking, and emergent ideas that the children develop. Healthy meals and snacks are provided in a relaxed, family-style manner, and an opportunity to nap or rest is included in a typical day. Occasional walking field trips are taken on-campus, and community resources are brought into the classroom for added interest and exposure. The primary goal is to maintain a child-oriented, nurturing environment that is rich with variety and choice.

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## SCHOOL HOURS

The Child Development Center follows the college calendar--opening the first day of classes and closing the last day of finals each term. The Child Development Center is closed on days when there are no college classes. The Center operates during Fall and Spring semesters until the end of June. The Center does not offer care during the Winter Intersession.

Currently, the Child Development Center is open from 8:15 a.m. - 4:15 p.m. Monday through Friday, Fall and Spring semesters. Summer semester hours are Monday through Thursday, 8:15 a.m.- 4:15 p.m. All children must be in the center no later than 8:45 a.m.

We currently offer part-week schedules for toddlers, and morning, afternoon, and full-day preschool programs. The hours for our preschool programs are as follow:

- Full day program M-F must arrive by 8:45 a.m. and attend a minimum of 6.5 hours/day
- A.M. preschool (includes breakfast) M-F 8:45 a.m.–12:15 a.m. Before care available as early as 8:15 a.m. and after care available until 4:15 p.m.

## PARENT PARTICIPATION AND VOLUNTEERING

All parents are encouraged to participate in the children's programs. The Child Development Center extends an open invitation to parents/guardians to visit the Child Development Center whenever you can. You can observe the program or join in a number of ways such as reading a story to children, playing with blocks, playing ball or pulling a wagon. If you are unable to spend time with your child at the Center, you may be able to contribute in other ways. There are often carpentry jobs, toy repairs, sewing projects, or other tasks that can be done at home, as your schedule permits.

## FUNDING AND FEES

Depending on your income and need for childcare, you may be eligible for subsidized childcare under a grant from the Department of Education.

### State Subsidized

The Child Development Center is partially funded under contract with the State Department of Education. An eligibility list is maintained with ranking based on income and family size. Families are invited to enroll when an opening occurs and their child's name comes to the top of the eligibility list for his/her age group.

To be eligible for subsidized care you must be:

1. income eligible (with a qualifying need of work or training), or
2. referred by Child Protective Services.

### Private Pay

The Child Development Center also has childcare slots available on a private pay basis, for families who do not qualify for full or partial subsidy or if our allotment of subsidized spaces has been exhausted. When a child is enrolled in a private pay slot, parents are charged a daily rate depending on the number of hours the child is enrolled. Billing statements are issued at the beginning of the preceding month and fees are due by the 15<sup>th</sup> of the following month. Private pay charges are as follows:

#### TODDLER

18 months - 3 years old

\$53.00 full/\$32.00 part

#### PRESCHOOL

3 years - kindergarten eligible

\$40.00 full/\$25.00 part

You are always welcome to stop by and visit the Child Development Center. Afternoons consist of lunch, nap/rest time, an afternoon snack, and outside play; therefore, the best time to visit is between 9:00 and 11:00 a.m., Monday through Friday.

If there is an opening at the time your application is received, you will be contacted immediately. Otherwise, your application will be placed in our waitlist binder. In the meantime, feel free to call the Child Development Center at (707) 476-4337 if you have any questions or would like more information.

**— Please remember to update your phone numbers with us. It is the only way that we have to contact you —**

# Application for Admission

Fall (yr.) \_\_\_\_\_ Spring (yr.) \_\_\_\_\_ Summer (yr.) \_\_\_\_\_

Telephone 707/476-4337  
FAX 707/476-4414

Date: \_\_\_\_\_

Office Use Only
Wait List Rank

By completing this application your child's name will be placed on the eligibility/wait list for services at the College of the Redwoods Child Development Center. Incomplete information may delay your child's enrollment. You will be contacted as soon as an opening becomes available.

## Information about your household:

Parent/Guardian 1 Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City Zip Code

Phone Number(s): \_\_\_\_\_  
Home Phone Number Work Phone Number Cell Phone Number

Check here  if you are a single parent, and leave Parent/Guardian 2 Name blank.

— Please remember to update your phone numbers. It is the only way that we have to contact you —

Check here  if you are a College of the Redwoods employee

### SUBSIDIZED CHILDCARE

**Complete this section if you would like help paying for your childcare.**

The family monthly income must be verified when enrollment process begins.

Employment/Income per month:	Parent/Guardian 1	Parent/Guardian 2
Gross Income (before deductions)	\$ _____	\$ _____
Unemployment/Self Employment	_____	_____
Cash Aid/TANF, etc.	_____	_____
Federal Cash Programs SSI, etc.	_____	_____
Child Support Income	_____	_____
Child Support Payments Out	(_____)	(_____)
	Parent/Guardian 1: \$ _____	Total Parent/Guardian 2: _____

Number in family: \_\_\_\_\_ Total Family Income: \_\_\_\_\_

What is your need for child care:

Parent/Guardian 1: \_\_\_\_\_ Work  
\_\_\_\_\_ School: \_\_\_\_\_ CR ID# \_\_\_\_\_ or  
\_\_\_\_\_ HSU ID# \_\_\_\_\_  
\_\_\_\_\_ Has a bachelor's degree or higher  
\_\_\_\_\_ Incapacitation (must be certified by the attending physician)  
\_\_\_\_\_ Searching for Employment (limited to 60 school days)

Parent/Guardian 2: \_\_\_\_\_ Work  
\_\_\_\_\_ School: \_\_\_\_\_ CR ID# \_\_\_\_\_ or  
\_\_\_\_\_ HSU ID# \_\_\_\_\_  
\_\_\_\_\_ Has a bachelor's degree or higher  
\_\_\_\_\_ Incapacitation (must be certified by the attending physician)  
\_\_\_\_\_ Searching for Employment (limited to 60 school days)

## Information about your child(ren):

List all children you wish to enroll in this program:

**Child's Name**

**Child's Birthdate**

- Male  
 Female

Does your child have any special needs?  
 No  
 Yes \_\_\_\_\_

**Child's Name**

**Child's Birthdate**

- Male  
 Female

Does your child have any special needs?  
 No  
 Yes \_\_\_\_\_

**Child's Name**

**Child's Birthdate**

- Male  
 Female

Does your child have any special needs?  
 No  
 Yes \_\_\_\_\_

## Information about desired enrollment:

The Child Development Center is open from 8:15 a.m. - 4:15 p.m. Monday through Friday, Fall and Spring semesters. Summer semester hours are Monday through Thursday, 8:15 a.m.- 4:15 p.m.

**All children must be in the center no later than 8:45 a.m.**

We currently offer part- and full-week schedules for toddlers, and morning or full-day preschool programs.

- Full day program M-F must arrive by 8:45 a.m. and attend a minimum of 6.5 hours/day
- A.M. preschool (includes breakfast) M-F 8:45 a.m.–12:15 a.m. Before care available as early as 8:15 a.m. and after care as late as 4:15 p.m.
- Toddler Program children must be enrolled a minimum of 4.25 hours per day, 2 days per week.

### **Preschool Enrollment (select 1)**

- Full-day program Monday—Friday  
beginning no later than 8:45 a.m.
- Morning program Monday—Friday  
8:45 a.m. —12:15 a.m.
- Morning program Monday—Friday  
8:45 a.m. —12:15 a.m.  
(+ before/after care needed—see details above)

### **Toddler Enrollment (select 1)**

- Full-day program Monday—Friday  
beginning no later than 8:45 a.m.
- Morning program Monday—Friday  
beginning no later than 8:45 a.m.
- Part-week schedule  
beginning no later than 8:45 a.m. on circled days  
(min 4.25 hours per day, 2 days/week)
- M    T    W    Th    F

### **For Office Use Only**

Enrollment Packet Sent/Given \_\_\_\_\_

Classroom \_\_\_\_\_

Days & Times available/offered to parent: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_