



7351 Tompkins Hill Rd Eureka Ca 95501
Phone 707-476-4337 Fax 707-476-4414

Dear Caregiver,

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 12 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 12 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 activities in art, music, large and small motor activities, sensory play, pretend play, and language development. 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, social emotional supports, 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, choice and self expression.

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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 and full day schedules for both the toddler and preschool programs with a morning preschool program for children 3 and over. 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 only (includes breakfast and lunch) M-F 8:45 a.m.–12:15 a.m. (for children 3 and over)

All care hours, with the exception of morning preschool, is based on need for care- work, school, etc.

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 by 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 (As of July 2022- subject to change)

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 10th of the following month. Private pay charges are as follows:

TODDLER

12 mos. - 3 years old

\$65.00 full/\$35.00 part

PRESCHOOL

3 years - kindergarten eligible

\$50.00 full/\$30.00 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:

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

Parent/Guardian 1 Name: _____

E-mail: _____

Parent/Guardian 2 Name: _____

E-mail: _____

How did you hear about our program?
 ___ media/tv (which program?) _____
 ___ Friend/Relative _____
 ___ CR program(which one?) _____
 ___ Other _____

Mailing Address: _____
Street City Zip Code

Phone Number(s): _____
Home Phone Number Work Phone Number Cell Phone Number

— 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: _____

Does your family qualify for Cal-Fresh ___ Yes ___ No
Case # _____

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 be attending 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.
- 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: _____
