



APPLICATION FOR CHILD DEVELOPMENT SERVICES

*California Department of Education Child Development Programs
Orfalea Family Children's Center at University of California, Santa Barbara*

Eligibility:

Eligibility for California Department of Education Child Development Services is based on each custodial parent's or caregiver's schedule of employment or course work as well as gross monthly income. UCSB affiliated families have priority for services; community families are also eligible to apply.

Copayment (Family) Fee:

Fees range from zero to \$10.50 per day. These State fees are assessed according to family size and gross monthly income. Parents will be informed of any required family fees upon admission to the California Department of Education program. Family fees are subject to change when there is an increase or decrease in family income and when the CDE Fee Schedule is revised. State guidelines require that family fees need to be paid by the 7th calendar day of each month; failure to pay family fees will result in termination of services.

How to Begin the Application Process for CDE Child Development Services:

CDE Child Development Services may only be finalized after successfully completing the application process which includes 1.) submitting a complete application, 2.) meeting with the Grant Coordinator for an intake interview, and 3.) signing the CDE grant contract.

Important Note: Tuition costs will be covered according to the effective date on the Notice of action that approves CDE Child Development Services.

Your application will not be processed if it does not contain **at least one** of the following forms of income verification:

*Check stub or letter from employer stating monthly gross earnings (this includes GSI /GSR appointments) and daily work schedule.

*Copy of Financial Aid Award Letter for current academic year

*Income Tax Statement from previous year and letter of self-employment (for seasonal or self-employed persons only). *For eligibility purposes, the nature of self-employment must preclude caring for your child or children.*

*Copies of TANF / Medi-Cal / SSI grants

*Copies of Child Support / Alimony payments (i.e. Court Order or letter from ex-spouse)

In addition, documentation of student status is required; a current course schedule from the Office of the Registrar or a confirmation of enrolled course work will be accepted for this requirement. If applicable, documentation of student status at any other institution will be required for a non-UCSB student parent or caregiver.

After you have completed the enclosed application [**pages 5 & 6**] and have attached documentation of income, you may mail, fax (805-893-4907), or deliver in person your packet to:

**Orfalea Family Children's Center
West Campus Lane
University of California
Santa Barbara, CA 93106**

Contact Info:

State Child Development Services: Mia Shellabarger **893-5307**

Email: shellabarger-m@sa.ucsb.edu

Classroom enrollment: **893-3347**

Class size, curriculum, children with special needs: **893-4904**

To All Foreign Students: Foreign students must present verification of financial support. If sponsored by a government or other organization, or if your family is sponsoring you, you must provide a current copy of a sponsorship letter with, if necessary, an English translation. New students to the University **ONLY** may present a copy of the Confirmation of Financial Resources form that was submitted to the Foreign Student Advisors Office for purposes of securing a student visa. Please do not ask the Foreign Student Advisors for assistance unless you are new to the University.

Final Approval of CDE Child Development Services:

“Initial” or “pending” approvals are made only on the basis of information on this application. Once you have been notified of your tentative approval of CDE child development services, you will be scheduled for an intake interview with the Grant Coordinator *to determine final acceptance*, to discuss Center policies, and to schedule your child care hours for the upcoming quarter. At this time, if you have not already done so, you will be required to submit your child's medical form. You will also be scheduled for a visit to meet with your child's Lead Teacher.

Before Your Child Enters the Program:

The following must be on file with the Orfalea Family Children’s Center:

1. A completed confidential application for Child Development Services
2. Current income verification
3. Child's Health Form (completed by a physician) You may want to schedule an appointment with your child's physician for completion of the medical form if you have not already done so.
4. Training Verification form and current Registration Card
5. Immunization Record

Hours of Approved CDE Child Development Services:

If your eligibility for child development services is approved, you will be entitled to full-time or part time care based on your “need” for services. The actual child development services contract you will be eligible for will be discussed during your intake conference.

What If You Are Not Approved for CDE Child Development Services?

There is a high demand for child development services; unfortunately, we are not able to serve all families applying for care. If you are not accepted into the California Department of Education Child Development Program due to space limitations, low priority number or late application, you will be placed on an Eligibility List and called when a vacancy occurs. Your rank on the Eligibility List is based on income and unlike a waiting list, your status does not automatically improve over time.

All applications are reviewed as they are submitted according to guidelines set forth by the California Department of Education, and the Eligibility List is updated accordingly. Please remember that it is your responsibility to inform the Center if there is a change in your income, family size, activity of either parent, or if you want your application withdrawn from the Eligibility List.

Although the majority of new acceptances are made for Fall quarter, any vacancies which occur during the year will be filled from the Eligibility List applicants.

We do not maintain a list of referrals, but you may wish to contact the Children’s Resource and Referral Program: their phone number is 805-962-8988.

The Orfalea Family Children’s Center at the University of California, Santa Barbara, does not discriminate in its admissions policies against any child because of race, religion, sex or ethnic background. We serve within the limits of our professional abilities children with special needs due to physical, linguistic, mental and /or emotional disabilities.

We ensure that all family records are kept confidential.

About the Center:

The Orfalea Family Children's Center is located on West Campus adjacent to Family Student Housing, and the community of Isla Vista. UCSB's main campus is located approximately a mile away. The Center serves free, reduced and base cost lunches and an afternoon snack (with the exception of the after-school program which serves an afternoon snack only). All meals are prepared in accordance with the guidelines from the Child Care Food Program to ensure well balanced meals featuring healthy fresh fruits and vegetables. The lunch menu is posted in each classroom and in the main hallway near the Front Office.

Our Center Philosophy:

Our goal is to be a primary source of support for each family, while providing a caring and nurturing environment for their young children. Our program philosophy reflects an abiding sense of respect for all children, their unique cultures, and individual development.

Parent Participation

We offer a variety of ways for parents to become involved in their child's classroom experience as well as in Center activities because we wish the Center to be an extension of each child's family life. Parents are invited to participate in their child's activities, attend parent conferences twice a year, and participate in Center social events, parent education/support meetings, and work parties each year. All parents are automatically members of the Parent Advisory Council which meets on a monthly basis.