



WAITING LIST & PROGRAM INFORMATION

Associated Students, Inc. | California State University, Long Beach
Isabel Patterson Development Center
Office (562) 985-5333 Center's Email www.asicsulb.org/ipcdc

Thank you for your interest in the Isabel Patterson Child Development Center (IPCDC)! We are committed to providing accessible, affordable, and dependable quality early care and education programs for children of CSULB students. We will enroll faculty, staff, alumni, and community families only after the enrollment of student families. Our programs include an Infant and Toddler Program, Preschool Program, and School Age Program.

Each fall, currently enrolled families re-register their children before we turn to the waiting list to offer enrollment to new families. Our waiting list is arranged by program, according to the parents' status, and by the waiting list application date.

Waiting time for enrollment varies and is likely to take several semesters. This is due to: 1) our licensed capacity, 2) low child turnover, and 3) our popularity.

ENROLLMENT PRIORITIES among student families are as follows: 1) CSULB students who meet eligibility requirements and are certified by our Eligibility Specialist for grant-funded programs, 2) CSULB student veterans and service members, 3) All other CSULB students. After the enrollment of student families, we offer spaces in the following order: 1) Staff/Faculty, 2) Alumni, and 3) Community.

WAITING LIST PROCEDURE: Parents complete a waiting list application and submit a \$20 non-refundable waiting list fee. CSULB students applying for subsidy do not have to pay the waiting list fee. (*Refer to ELIGIBILITY SCALE FOR SUBSIDIZED CHILDCARE below to see if you qualify.*) Parents can call the office for an appointment to tour the program.

Children on the Infant and Toddler waiting list that turn 2½ will automatically transfer to the Preschool waiting list and maintain the same submission date. **Children on the Preschool waiting list that turn 5 by September 1st will age out of the preschool program and will be removed from the waiting list in June of that year.** Parents of children aging out of preschool that are interested in our School Age Program must complete a new waiting list application and pay the waiting list fee. **Children on the School Age waiting list that complete 2nd grade will age out of the School Age Program and be removed from the waiting list in June of that year.**

CALENDAR: We are not open year-round. Our programs open on the first day of classes for the CSULB fall semester (end of August). We follow the CSULB academic calendar and observe all campus holidays. **The Infant and Toddler Program and Preschool Program are closed in July and most of August. The School Age Program closes after Long Beach Unified School District's last day of school (middle of June) and is closed July and most of August.**

REGISTRATION PROCEDURE: When space is available for new children, parents are notified via email or phone by the Assistant Director. Parents will receive an email with a link to complete registration paperwork. A mandatory parent orientation is required. Parents must provide a copy of the child's updated immunization record prior to the child's first day. A Physician's Report performed by a health professional is also required within two weeks of the child's first day. **Student parents must submit a current class schedule, Staff/Faculty parents' status is verified through the university, and Alumni parents must submit proof of graduation from CSULB.**

MEAL PROGRAM: Our program participates in the Child and Adult Food Care Program. Children in attendance are served nutritious meals (breakfast, lunch, afternoon snack) at no separate charge, regardless of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. In the Infant and Toddler Program, infants 6 to 12 months are fed based on individualized plans. Table food is introduced when infants are developmentally ready.

PROGRAM SESSIONS: Children's attendance schedules include:

- 1) Fall Semester
- 2) Winter Break Session*
- 3) Spring Semester (including Spring Break)
- 4) Summer Session*

***Winter and Summer Sessions contingent on whether enough children are enrolled.**

Exact dates can be viewed on our website by accessing our annual calendar.

WAITING LIST & REGISTRATION FEES (all fees waived for subsidy families):

Waiting List Fee: \$20 Non-Refundable

Registration Fee:

New families and families re-registering after a leave of absence pay a non-refundable registration fee per child. This fee is due at the time registration paperwork is submitted.

Infant Toddler Program:

CSULB Students - \$25 CSULB Faculty & Staff, Alumni, and Community - \$50

Preschool & School Age Programs (includes \$10 emergency kit fee):

CSULB Students - \$35 CSULB Faculty & Staff, Alumni, and Community - \$60

Returning Family Registration Deposit Fee: \$100

This fee is due at the same time fall registration paperwork is submitted. If the child maintains enrollment and attends when the fall semester begins, the registration deposit fee is credited to the family's childcare account. If the child's deposit is paid and the child withdraws from the program before the fall semester begins, the fee is forfeited and will not be refunded.

ELIGIBILITY SCALE FOR SUBSIDIZED CHILDCARE:

To be eligible for subsidy with the IPCDC, one parent must be a CSULB student and meet other criteria.

FAMILY SIZE	1 – 2	3	4	5	6
	GROSS MONTHLY INCOME				
Eligible for FREE Childcare	Up to \$2,827	Up to \$3,220	Up to \$3,737	Up to \$4,335	Up to \$4,933
Eligible for REDUCED Childcare if BETWEEN	\$2,827 – \$6,128	\$3,220 – \$6,931	\$3,737 – \$8,025	\$4,335 – \$9,309	\$4,933 – \$10,593

INFANT AND TODDLER PROGRAM INFORMATION

Children are assigned to one of four rooms depending on the age and development of the child: Baby, Beginning Walker, Younger Toddler, or Older Toddler. Parental requests for child placement are considered, however, the final decision on where children are assigned, will remain with IPCDC staff. The ratio of children to caregiver and the approximate ages at the beginning of the semester for each room are as follows:

<u>Room</u>	<u>Adult to Child Ratio</u>	<u>Age (approximate)</u>
Baby	3:1 (6 children/2 caregivers maximum)	6 to 12 months
Beginning Walker	3:1 (6 children/2 caregivers maximum)	12 to 18 months
Younger Toddler	4:1 (8 children/2 caregivers maximum)	18 to 24 months
Older Toddler	4:1 (8 children/2 caregivers maximum)	24 to 30 months

STAFF: The adult/child ratios are maintained by CSULB Student Assistant Caregivers. Student Assistant Caregivers are employees of Associated Students, Inc. and are trained and supervised directly by the Infant and Toddler Assistant Director and Program Staff. Other IPCDC staff include the IPCDC Director, Office Staff and Meal Program Staff.

PROVISIONS: Parents are responsible for providing diapers, changes of clothes, wipes, specialty creams or lotions (including sunscreen), and emergency supplies for their children.

HOURS OF OPERATION – Monday through Thursday:

Morning Session: 8:00 am – 12:00 pm
Afternoon Session: 12:30 pm – 5:00 pm
Full Time Session: 8:00 am – 5:00 pm

HOURS OF OPERATION – Friday:

Morning Session: 8:00 am – 12:00 pm
Extended Hours: 12:00 pm – 2:30 pm (Only for children enrolled in the Friday morning session)

MINIMUM ENROLLMENT: Two days per week (any session).

NON-SUBSIDIZED FEES FOR CHILD CARE SERVICES:

	<u>AM Session</u>	<u>PM Session</u>	<u>Full Day</u>	<u>Friday Extended Care</u>
Students	\$31.00	\$34.88	\$69.75	\$19.38
Staff/Faculty	\$45.00	\$50.63	\$101.25	\$28.13
Alumni/Community	\$49.00	\$55.13	\$110.25	\$30.63

PRESCHOOL PROGRAM INFORMATION

Two schools exist in the preschool program. Children who are age eligible for public school kindergarten in the following year are enrolled in the Purple School. Children 2½ and older who are not yet age-eligible for kindergarten in the following year are enrolled in the Blue School. We consider parental requests for child placement, however, the final decision on where children are placed will be the decision of IPCDC staff.

STAFF & RATIOS: The adult/child ratios are maintained by CSULB Student Assistant Teachers. Student Assistant Teachers are employed by Associated Students, Inc. and are trained and directly supervised by the Preschool Head Teachers and Program Staff. Other IPCDC staff include the IPCDC Director and Assistant Director, Office Staff, and Meal Program Staff. The adult child ratio is 1:7 for Blue School and 1:8 for Purple School.

PROVISIONS: Parents are responsible for providing diapers, pull-ups, changes of clothes, wipes, and specialty creams or lotions (including sunscreen) for their children.

HOURS OF OPERATION - Monday through Friday:

The Preschool Program opens daily at 8:00 am and closes at 5:00 pm EXCEPT ON FRIDAYS.
ON FRIDAYS, CLOSING TIME IS 2:30 PM.

MINIMUM WEEKLY ENROLLMENT:

CSULB Students - 2 days per week, 3.5 hours per day
CSULB Faculty & Staff, Alumni & Community - 3 days per week, 3.5 hours per day

NON-SUBSIDIZED FEES FOR CHILD CARE SERVICES:

	<u>Hourly Rate</u>
Students	\$6.50
Staff/Faculty	\$10.25
Alumni/Community	\$11.25

SCHOOL AGE PROGRAM INFORMATION

Our after-school program serves children in kindergarten, first and second grade who attend Minnie Gant Elementary School.

HOURS OF OPERATION – Monday through Friday:

Kindergarten, 1st & 2nd Grade: Monday – Friday, 2:00 pm – 5:00 pm (block schedule)

MINIMUM ENROLLMENT: Two days per week

TRANSPORTATION: Minnie Gant Kindergarten children whose parents have completed the required authorization forms will be transported via the IPCDC van daily. First and second grade children walk to IPCDC from Gant on the days they are enrolled and are transported by van during times of inclement weather. Children are accompanied and supervised by authorized IPCDC staff. There is a weekly fee for van transportation. Refer to NON-SUBSIDIZED FEES FOR CHILD CARE SERVICES below for the current rate. Participation in van transportation service is voluntary. The transportation fee is waived for subsidy families.

PROVISIONS: Parents are responsible for providing changes of clothes and sunscreen.

STAFF & RATIOS: The adult/child ratios are maintained by CSULB Student Assistant Teachers. Student Assistant Teachers are employees of Associated Students, Inc. and are trained and directly supervised by the School Age Head Teacher and Program Teacher. Other staff includes the IPCDC Director and Assistant Director, Office Staff and Meal Program Staff. The adult to child ratio is 1:10.

NON-SUBSIDIZED FEES FOR CHILD CARE SERVICES:

	<u>Hourly Rate</u>
Students	\$5.50
Staff/Faculty	\$9.25
Alumni/Community	\$10.25

Kindergarten Shuttle Service Fee - \$15 weekly (regardless of how many days requested)

Full day option (when public school is closed) is contingent on student staff availability.