



## WAITING LIST & PROGRAM INFORMATION

Associated Students, Inc. | California State University, Long Beach  
Isabel Patterson Development Center  
(562) 985-5333 [www.asicsulb.org/ipcdc](http://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 semester, currently enrolled families have the opportunity to 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 in chronological order of the waiting list application date.

**The waiting time for enrollment varies and likely to take several semesters. This is due to: 1) our licensed capacity, 2) not a lot of child turn-over from one semester to the next, and 3) our popularity.**

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**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 must call for an appointment for an on-site visit of the children's program (**currently suspended until June 2022**), 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.*)

Waiting list applications expire on May 31<sup>st</sup> of each year. To remain on the waiting list, families must complete a Waiting List Renewal Form during the month of May for each year an enrollment space is not offered. A detailed explanation regarding this procedure is on the Waiting List Application Attachment.

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 1<sup>st</sup> will age out of our 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 the School Age Program must complete a new waiting list application and pay the waiting list fee.**

**REGISTRATION PROCEDURE:** When space is available for new children, parents are notified (phone or email) by the Assistant Director of the program their child is eligible. The parent will receive an email with a link to complete the registration packet. A mandatory parent orientation is required. The parent 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 will be 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 the same 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 served based on an individualized plan. Table food is introduced when infants are developmentally ready.

**CALENDAR:** All programs open on the first day of the CSULB fall semester. We follow the CSULB academic calendar and observe all campus holidays. The Infant and Toddler Program and Preschool Program are closed July and August. The School Age Program closes after Long Beach Unified School District's last day of school (and July and August).

**PROGRAM SESSIONS:** Children’s attendance schedules are contracted as follows:

- 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 registered.**

**WAITING LIST & REGISTRATION FEES (all fees are 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. Due at the same 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

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 your account. If the child withdraws from the program, 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
	<b>GROSS MONTHLY INCOME</b>				
<b>Eligible for FREE Childcare</b>	Up to \$2,542	Up to \$2,825	Up to \$3,243	Up to \$3,762	Up to \$4,281
<b>Eligible for REDUCED Childcare if BETWEEN</b>	\$2,542 – \$5,540	\$2,825 – \$6,157	\$3,243 – \$7,069	\$3,762 – \$8,199	\$4,281 – \$9,330

**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 what room children are assigned, will remain with the 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>
<b>Baby</b>	3:1 (6 children/2 caregivers maximum)	6 to 12 months
<b>Beginning Walker</b>	3:1 (6 children/2 caregivers maximum)	12 to 18 months
<b>Younger Toddler</b>	4:1 (8 children/2 caregivers maximum)	18 to 24 months
<b>Older Toddler</b>	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 sessions per week

**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	\$26.00	\$29.25	\$58.50	\$16.25
Staff/Faculty	\$40.00	\$45.00	\$90.00	\$25.00
Alumni/Community	\$44.00	\$49.50	\$99.00	\$27.50

**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 will consider parental requests for child placement, however, the final decision on where children are placed will be the decision of the 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 Teacher 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 the 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 FRIDAY, 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	\$5.50
Staff/Faculty	\$9.00
Alumni/Community	\$10.00

## **SCHOOL AGE PROGRAM INFORMATION**

Our after-school program is offered to kindergarten, first and second grade children who attend Minnie Gant Elementary School. First and second grade children receive priority for enrollment after 3:00 pm in advance of kindergarten children.

### **HOURS OF OPERATION – Monday through Friday (CLOSED at 2:30 pm on Fridays):**

Kindergarten:	Monday – Thursday, 11:30 am – 3:00 pm Friday, 11:30 am – 2:30 pm
Kindergarten EXTENDED CARE:	Monday – Thursday, 3:00 pm – 5:00 pm
First & Second Grade:	Monday – Thursday, 2:30 pm – 5:00 pm

**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 are walked to the 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 the 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	\$4.50
Staff/Faculty	\$8.00
Alumni/Community	\$9.00

Kindergarten Shuttle Service Fee - \$12 weekly (regardless of how many days requested)

Full day option (public school days off) is contingent on student staff availability.