ASSOCIATED STUDENTS
SAN JOSÉ STATE UNIVERSITY

CHILD DEVELOPMENT CENTER
460 S. 8th Street,
San José, California 95112-3835
T: (408) 924-6988
sjsu.edu/as/cdc

PROGRAM INFORMATION/FREQUENTLY ASKED QUESTIONS

Thank you for your interest in the Associated Students Child Development Center (ASCDC) of San Jose State University. Our program participates in Santa Clara County's Quality Matters, is licensed by the California Department of Social Services and operates under guidelines established by the California Department of Education Child Development Division; all these entities require supporting paperwork to be compliant with their regulations which are given to families upon accepting a space.

Enrollment Priorities

1. SJSU students who meet eligibility requirements and are certified by our state and grant funded programs
2. All other current SJSU students
3. Staff/Faculty
4. Alumni
5. Community

Days of operation

We are open year-round however, we follow the SJSU academic calendar and observe all campus holidays. Once per month, our center closes at 1:00 pm for the staff to conduct team meetings.

Program Sessions for student parents only: Fall Semester, *Winter Session, Spring Semester (Including Spring Break), *Summer Session (*Optional sessions to enroll in for SJSU Student families only).

The Center also closes a couple of days prior to each new semester, for Educators to set up their classrooms and attend professional development.

Registration Procedure

When space is available for new children, parents are notified via email by the Center Director; only then are families offered an opportunity to tour the Center. Once a parent accepts the space, 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 of school. A Physician's Report performed & signed by a health professional is also required by the first day of school; a child cannot start until these reports are submitted. **Student Parents must submit a current class schedule, Staff/Faculty parents are verified through the university, and Alumni parents must submit proof of graduation from SJSU.**

Meal Program

Our program participates in the Child and Adult Food Care Program (CACFP). 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.

Other Fees

Deposit due upon accepting space (fee gets credited back into your last month's tuition): $250.00.

Registration fee (non-refundable) for Student families: $50.00 per semester (collected September and February of each year)

Registration fee (non-refundable) for Alumni/Faculty/Staff: $100.00 annually (collected September each year)

***Deposit & Registration fees do not apply to student parents eligible for subsidy care. ***

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Date of submission: _____

WAITLIST APPLICATION

AFFILIATION ☐ SJSU Student ☐ SJSU Faculty/Staff ☐ SJSU Alumni ☐ Community

CHILD INFORMATION	
First Name:	Last Name:
Date of Birth:	Semester Desired:
Home language:	Child's Sex:
Does this child have an: ☐ (IFSP) Individual Family Service plan ☐ (IEP) Individual Education plan	☐ In process of seeking services/assessment as of: _____ (date) ☐ No

PARENT/GUARDIAN INFORMATION		
Parent/Guardian #1 (SJSU affiliated guardian)	First Name:	Last Name:
Cell Phone:	Email Address:	
Street Address: Zip code:	City:	
Parent/Guardian #2 ◯ Are they in the same household ◯ Not in household; has shared custody	First Name:	Last Name:
Cell Phone:	Email Address:	
Street Address: Zip code:	City:	

SCHEDULE REQUEST:

*Please note that all childcare schedules must be in 15-minute increments. There are no drop-offs after 11:00 am. Children must arrive no later than 9:30 a.m. to allow the child to fully participate in the development curriculum. **Children must attend at least twice a week for a minimum of ten hours per week to benefit from the developmental program.** Centers hours of operation are: 7:30-5:15

Child's Schedule:	Arrival time	Departure time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Meals: Breakfast is served 8:30-9:00; Lunch 11:30-1:00; Snack 2:30/3:00-3:30. Infant meals are individualized based on routine.

If you are an SJSU student, continue to page 3-6

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Eligibility Scale for Subsidized Child Care

To be eligible for subsidy with the California Department of Social Services (CCTR for infant and toddler care) or California Department of Education (CSPP for preschool-aged care), **at least one parent/guardian living with child/ren for whom services are requested must be fully accepted into a SJSU Bachelor's, Master's, or Credential program, & enrolled in at least 6 units for the semester for which care is requested and meet other criteria listed below.** Upon being offered a space, relevant paperwork for each section (**1-4**) that will need to be provided and verified by the Center Director are the following:

1. **Income verification for all individuals counted in the family size.**
   -Most recent pay stubs for the last 30 days
   -Unemployment or State Disability for the last month
   -Cal Works Notice of Action (if you have Cal Works)
   -Verification of child support or alimony received per month, either court ordered or informal arrangement. If it is an informal arrangement, then it would be a note from the parent giving the child support or alimony with the following info:
   - Date
   - Child or Children's Name(s)
   - Name of the person giving the alimony or child support
   - Name of the person receiving the alimony or child support
   - The amount per month
   - Signature of the person giving the alimony or child support

   -If self-employed, we have a specific form for you to complete. Please let us know if this is relevant to your case.
   -Disability, Unemployment Insurance, CalWORKs or TANF award letter or current month stub.
   -Verification of any other source of income.

2. **Proof of Documentation of Family Size**; including, proof of birth of any children being claimed; Marriage Certificate, if applicable.
   If only one parent signs the confidential application for subsidy, please provide the following:
   -Court ordered child custody agreement
   -Written custody arrangements between parent #1 and parent #2, signed by both parties
   -If you are a single parent and do not have a formal custody agreement, then we will have you sign a self-declaration during the meeting stating that.

3. **Proof of Residence**
   -Driver's License with Address matching the current address in which you live
   -Utility Bill in Primary Parent's Name
   -Rental Agreement in Primary Parent's Name
   -If you are living with a family member or friend (and do not have a formal rental agreement), then we need a letter stating:
   - The first and last name of the person is letting you stay with them and the relationship
   - between the parties
   - The Address
   - The first and last names of everyone who you are claiming in the family size
   - Date of Letter
   - Signature of the person who you are staying with

4. **Documentation of Training & Student Status**
   -Current class schedule; each semester you are required to provide your grades with good standing.

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-You are required to notify the Center Director of any changes in custody agreements or class schedules within 5 days.
-Recertification happens every 12 months, which requires all the updated information to be submitted.
-The family size and gross income threshold table is on below for your reference; it is subject to change based on updates from the California Department of Education.

FAMILY SIZE	1-2	3	4	5	6
	GROSS MONTHLY INCOME				
Eligible for FREE Subsidized Care	Up to $5,819	Up to $6,593	Up to $7,687	Up to $8,917	Up to $10,147
Eligible for REDUCED Childcare if between	$5,819–$6,595	$6,593–$7,472	$7,687–$8,712	$8,917 – $10,106	$10,147 – $11,500

If you do not qualify for subsidized care through CDE, you may qualify for the Paying Student Rate, which is a discounted childcare price subsidized by Associated Students of SJSU (See *SJSU Student Family Tuition Rates table below)

*SJSU Student Family Tuition Rates

Hours/day	Infants (4 mo.-18 mo.)	Toddlers (18 mo.-36 mo.)	Preschool (2-5 year's old)
4.5-6 (Part-time)	$66	$55	$39
6.5 + (Full day)	$87	$72	$51

Child Care Access Means Parents in School (CCAPMIS) Grant

To be eligible for the CCAMPIS Grant Program, parenting students must meet the following criteria:

- Enrolled full-time in degree-seeking coursework as an undergraduate, graduate, or professional student; SJSU Registrar's office for definition of full-time
- Receiving or eligible to receive a Federal Pell Grant
- Household adjusted gross income less than 185% of the U.S. Federal Poverty Guidelines
- Minimum cumulative 2.0 GPA
- If applicable, a spouse/partner must be employed at least part-time and/or a student enrolled at least part-time in degree-seeking coursework at a college or university
- *Students who have already earned a terminal degree are not eligible*

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SJSU STUDENT PARENTS ONLY

	Parent/Guardian #1 first & last name: _____	**Parent/Guardian #2 first & last name**: _____
	Parent/Guardian #1 relevant info below	Parent/Guardian #2 relevant info below
SJSU Student ID #		
Living in home with child?	YES____ NO____	YES____ NO____
Are you claiming: Single Parent status	YES____ NO____	YES____ NO____
Email:		
Phone:		
Current Student status: Undergraduate/Bachelors Graduate/Masters Or Credential		
Major:		
Expected Date of Graduation (Semester & Year):		
Pell Grant recipient	YES____ NO____	YES____ NO____
Are you eligible for the Pell grant	YES____ NO____	YES____ NO____
Current occupation: (Part time/Full time, or unemployed)		
Family Size: Number of dependents under 18 years old living in the home:		

As a student, if you withdraw from enrollment at San Jose State, please notify us immediately

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SJSU STUDENT PARENTS ONLY (continued)

INCOME INFO	**Please list Guardian 1 AND 2's gross monthly income (before deductions) and all sources of income:** Include earnings, employment, including self-employment, child support, unemployment insurance, veteran's benefits, savings, cash contributions, worker comp. etc.

If both parents are in the household, please give each parent's gross income and source; If they are not, refer to page 2, point 2, for info that will be requested for file. Proof of income will be required prior to enrollment.

Gross monthly income:	$_____	$_____
Parent(s) currently on active duty (i.e. serving full-time) in the US Military?	YES____ NO____	YES____ NO____
Parent(s) a current member of a National Guard or Military Reserve unit?	YES____ NO____	YES____ NO____
Eligible for CalWORKs	YES____ NO____	YES____ NO____
Do you receive Public Assistance, Cal Works or TANF or CAL Fresh?	YES____ NO____ If yes, please list: the amount per month: $_____ and source: _____	YES____ NO____ If yes, please list: the amount per month: $_____ and source: _____