

CHAPTER 7: Student Services
ADMINISTRATIVE PROCEDURE NO. 7.48.1

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 7.48.1 Child Development Centers
Adoption Date: 8/13
Policy Reference: Title 5 Division 1, Chapter 19 and 19.5, Sections 18000 through 18434

1. Admissions, Enrollment, and Eligibility Criteria

In order to receive subsidized child care, student-parents must meet the eligibility criteria included in regulations set by the Child Development Division of the California Department of Education.

- a. First priority will be given to continuing low-income students who maintain eligibility based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working. Second priority will be given to new and/or returning low-income students who meet the eligibility criteria based on CDE CDD regulations, are registered in a course of study leading to employment and, if applicable, are working.
- b. Student-parents who do not qualify for subsidized child care, as well as faculty and staff, may enroll and pay a full tuition fee as space is available.
- c. When available spaces have been filled, an eligibility list will be established for subsidized child care in accordance with CDE CDD regulations which specify that priority be given to the lowest income family on the eligibility list. For non-subsidized child care, a waiting list will be established with priority given based on the date a family was placed on the waiting list.

2. Determination of Eligibility, Fees and Satisfactory Progress Standards

- a. Eligibility for subsidized child care is determined on the basis of a family's need for care and their gross monthly income in relation to family size. Need for care is determined based on a parent's schedule of classes, study time, hours of employment and travel time to and from class and work.
- b. Fees for subsidized child care are determined based on a family fee scale provided by CDE CDD.
- c. To maintain eligibility for subsidized child care, student-parents must make satisfactory progress pursuant to Education Code and Title 5 regulations related to the Department of Education Child Development Division funding terms and conditions and program requirements.