SAN DIEGO
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

Educational Services Division Handbook

2026-2027

SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

San Diego Community College District

Child Development & Early Education Centers

Private Pay Addendum to the Family Handbook

San Diego City College
San Diego Mesa College
San Diego Miramar College

Revised June 2023

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PURPOSE OF THIS ADDENDUM

The purpose of this addendum is to inform families of additional information specific to non-subsidized (Private Pay) policies and processes.

Private Pay follow the policies as listed in the Family Handbook with the exception of the specific policies as stated in this addendum.

WAITLIST

The Waitlist for Private Pay is on first-come first-served basis.

Families interested in enrolling in a Center must complete a Waitlist Application. Applications are placed on the Waitlist, which is kept active May through April of each year. At the end of each April, the Waitlist is purged, and families must reapply to be on the new Waitlist.

ELIGIBILITY

Currently, eligibility for the Private Pay families is limited to employees with age eligible children and who are employed by the San Diego Community College District including:

- San Diego Community College District Office
- San Diego City College
- San Diego Mesa College
- San Diego Miramar College
- San Diego College of Continuing Education

ENROLLMENT

Spaces are offered based on the number of openings in the designated age group for which spaces and staffing are available. A child's assigned classroom is based on the child's age, developmental appropriateness, and space availability.

Applicants who are offered a space are be contacted by U.S. postal mail, email, or by telephone. If the applicant does not respond within the specified time identified in the correspondence, the space is offered to another applicant.

Applicants who accept a space are notified of the Center's mandatory parent enrollment appointment and orientation, documents needed, and other pertinent information deemed necessary by Center staff.

Parents are responsible for completing and returning all paperwork, information, and documents as requested by Center staff, including proof the child lives in the state of California. Failure to complete all required documentation as directed by Center Staff may result in dis-enrollment from the program. Documents to complete include but not limited to:

- Notification of Parents' Rights (LIC 995)
- Personal Rights (LIC 613A)
- Identification and Emergency Information (LIC 700) or similar form with required information
- Consent for Emergency Medical Treatment (LIC 627) or similar form with required information
- Child's Preadmission Health History (LIC 702)
- Physician's Report (LIC 701) or similar form with required information
- Individual Infant Sleeping Plan (LIC 9227) if child is under 2 years old

TWO-WEEK NOTICE TO END SERVICES

A two-week notice is required before ending services. Payment for the notice period is due whether or not the child is brought to the center during the notice period.

ANNUAL CERTIFICATION

At the annual certification, families are required to provide documentation to support continued *Eligibility* for services. Center staff notify the family of the required documentation necessary for the annual certification process to be completed.

FAMILY FEES

Contact the Center Director for current Private Pay fees.

Private Pay Fees:

- Are charged on a monthly rate and are based on the number of hours a child is scheduled to attend on a daily basis.
- One daily rate must be selected and multiplied by the number of operating days in the month:
    - Full-time fee is for 4.0 hours or more a day and include all operating days in the month
    - Part-Time is for less than 4.0 hours a day and include all operating days in the month
- Can not mix daily rates or pro-rate for absent or non-scheduled days
- Offers a 15% sibling discount. Discount is applied to the child with the lowest cost of care.
- Can be paid with cash, check, money order or credit cards.
    - Checks and money orders must include the child's name and be paid at the Accounting Office.
    - Payments are made payable to "San Diego Community College District"
    - Payments are not accepted at the Centers.
    - Parents are responsible to take the Accounting Office receipt to the Center to confirm payment.

Fees for Private Pay Families

Families who are determined to be non-certified (Private Pay) shall be charged for services based on the California Department of Education, Early Education Division (CDE EED) and the California Department of Social Services, Child Care and Development Division (CDSS CCDD) Standard Reimbursement Rates (SRR) and may include applicable adjustment factors.

The following information applies to all non-certified families paying fees:

1. Fees are based on the child's enrollment, not their actual attendance
2. There are no adjustments of fees for excused or unexcused absences
3. Fees are payable in advance on a monthly basis. Fees are due the 1st center operating day of the month
4. Fees are to be paid at the college campus Accounting Office and payable to "San Diego Community College District"
5. Failure to pay fees in advance will result in dis-enrollment from the program

Delinquent Fees for Private Pay Families

1. Fees are considered delinquent if not paid-in-full after seven (7) calendar days from the 1st center operating day of the month.

2. Parents are notified if fees are delinquent. An email or a written notice from the Center Director will include the following:
    a. The total amount of unpaid fees
    b. The fee rate
    c. The period of delinquency
    d. Dis-enrollment from the program two (2) weeks from the date of written notification unless all delinquent fees are paid before the end of the two-week period.
3. Consequence of Nonpayment of Delinquent Fees result in one or more of following:
    a. Dis-enrollment from the program.
    b. Upon dis-enrollment from the program, the family shall be ineligible for childcare and development services until all delinquent fees are paid.
    c. For parents who are or will be SDCCD students:
        i. In alignment with California Education Code Section 76225, grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. A service fee may be charged for all delinquent loans; any service fee would be determined by the total cost required to collect the delinquent loans.

NEIGHBORHOOD HOUSE ASSOCIATION (NHA) – EARLY / HEAD START ENROLLMENT

Families who qualify for services at San Diego City Early Education Center and San Diego Mesa College Child Development Center may also be notified of the option to complete enrollment into Neighborhood House Association Head Start program. Those applicants are informed of the required Head Start documents and processes