

**UCLA Early Care and Education Eligibility and Enrollment Policies and Procedures**  
**July 2009**

**Eligibility Policy Statement**

UCLA Early Care and Education supports the recruitment and retention of UCLA faculty, staff, and students by providing families with center-based care and by providing child development information and child care resources. Applicant faculty and staff parents must be employed by UCLA. Applicant student parents must be enrolled fulltime in undergraduate or graduate programs. Faculty and staff applicants employed less than 50% time will remain on the waiting list until those appointed 100% time have been served. UCLA alumni, volunteers and UCLA Extension students are not eligible for our services.

**Affiliation Verification**

Student parents with financial aid are required to submit an affiliation verification form each quarter within 10 days of the beginning of the quarter. Other parents must reconfirm affiliation once a year.

**Sibling Priority Policy**

Siblings of currently enrolled children are offered priority enrollment once they are eligible for enrollment and a suitable space in the same center is available. Sibling preference is not extended to other ECE centers and is not a consideration once the older sibling is on the point of leaving the program. Financial Aid restrictions make it necessary to admit low income student families in order of lowest income first. The Sibling Priority Policy can therefore be superseded where State grant supported very low income student families are concerned.

**Waiting List Date**

Faculty and staff applicants are placed on the waiting list by the date on which payment of their application fee is received. Student applicants are placed on the waiting list by the date on which their application is received (no fee is charged). If a family declines two offers of enrollment made to them for the center they have requested and by the date they request, on the second declination, the family will have to reapply and will be listed by their new application date.

**Priority for Student Families Requesting Financial Aid**

Spaces are offered to student families requesting financial aid by demonstrated need (parents at work and/or in school) and financial need. Applications must be submitted both to the ECE waiting list and to the Los Angeles County Central Eligibility List. See the ECE web site for up-dated information concerning student financial aid.

**Priority for Faculty Families**

Members of the Academic Senate with particular titles are provided with priority enrollment (see below).

**Enrollment Procedures**

A space becomes available when a currently enrolled family gives their 45 day notice of termination. The center director decides to fill the space either by moving children already enrolled in the program from a younger to an older group and enrolling a younger child from the waiting list, or to enroll a same-age child from the waiting list. Children age-out of a particular group according to licensing regulation and must be moved to a room licensed to serve older children.

The enrollment specialist looks at program commitments to student, faculty and staff constituencies and offers space to families according to guidelines outlined in this policy document. Of the approximately 337 available child care spaces in the Early Care and Education program, 24% are allocated to students, 52% to Academic Senate Faculty and 24% to staff.

***Students: Impact of Federal and State Grants, Registration Fee Support,  
and Use of Designated Endowment Funds***

Under the terms of the contract with the California Department of Education, Child Development Division Title V funding, an average of 50 – 60 children from low-income student families must be enrolled in the ECE program. Most of these children are enrolled at the University Village Center; a limited number are enrolled at the Krieger Center. None are enrolled at the Fernald Center. Federal DOE CCAMPIS (Child Care Access Means Parents in

School) grant funding supports the enrollment of approximately 10 – 15 children with low-income (Pell Grant eligible) student parents and provides counseling, resource, and referral services for student families. DOE funding is assured through 2008-2009. Registration Fee (20000 fund) allocations support the administrative costs of grant administration and help to bridge the gap between the actual cost of child care and grant allowances. Endowed child care funds, donated over 35 years by Friends wishing to support student families, are available to supplement other funding sources. Interest from these funds, averaging \$50,000/year, has been designated to provide scholarships for student families covering approximately half of their annual child care tuition.

### ***Academic Senate Faculty Childcare Enrollment Policies and Procedures***

Recruitment and retention of Academic Senate Faculty is an institutional priority and is supported by child care spaces allocated for that purpose. The total allocation of childcare spaces for faculty, staff and student constituencies as outlined in this admission policy reflects discussions with the Early Care and Education Advisory Board, faculty, Deans, and the Academic Senate Faculty Welfare Committee. This section of the policy and procedure document is specific to the allocation of childcare spaces to Academic Senate faculty members that include only the following titles:

#### **Regular Professorial Series (Tenured/Tenured Track Faculty):**

Assistant Professor  
Associate Professor  
Full Professor

#### **In-Residence Professorial Series**

Assistant Professor In-Residence  
Associate Professor In-Residence  
Full Professor In-Residence

#### **Clinical X Professorial Series**

Assistant Professor of Clinical (X)  
Associate Professor of Clinical (X)  
Full Professor of Clinical (X)

#### **Acting Professorial Series (does not include Assistant)**

Acting Associate Professor  
Acting Full Professor

#### **Lecturer with Security of Employment (SOE)**

Lecturer with Potential of Security of Employment (Lecturer PSOE)  
Lecturer with Security of Employment (Lecturer SOE)  
Senior Lecturer with Potential of Security of Employment (Sr. Lecturer PSOE)  
Senior Lecturer with Security of Employment (Sr. Lecturer SOE)

***NOTE: Titles other than those listed above may fill designated Academic Senate Faculty spaces by the request of the appropriate Dean; however, the Dean is responsible for the subsidy of ALL childcare spaces filled by individuals from his/her school or division as covered by this policy.***

#### **ELIGIBILITY**

1. There are approximately 337 available child care spaces in the Early Care and Education program 52% allocated to Academic Senate Faculty as noted above, 24% to staff, and 24% to students. The Fernald Center primarily enrolls faculty families; the Krieger Center enrolls a mix of faculty, staff and student families. The University Village Center also enrolls a mix of families but there student families predominate.
2. The 175 potential faculty spaces, are allocated by the proportion of faculty who are members of the Academic Senate represented from the College, Professional Schools, and the School of Medicine.

UNIT	Proportion of Academic Senate Members (n=2,589)	Proportion of Child Care Spaces Allocated (n=175)
College	33%	58
Professional Schools	24.5%	43
School of Medicine	42.5%	74

These numbers are approximations.

*NOTE: Each unit determines how the childcare spaces will be allocated to individual schools and divisions.*

### **DEAN'S SUBSIDY**

UCLA ECE is a self-supporting service to the campus. In order to maintain its level of outstanding service and provide reasonable child care rates to faculty, additional sources of funds must continually be sought. As part of the supporting funds, participating Deans will provide a subsidy of \$2000 for **each** academic faculty (or the Dean's designee) from his/her school/division that fills a childcare space at ECE.

UNIT	Number of Allocated Spaces	Subsidy for the Unit \$2,000/filled childcare space
College	58	\$116,000
Professional Schools	43	\$86,000
School of Medicine	74	\$148,000
Total ECE Subsidy	175	\$350,000

*NOTE: ECE will always offer spaces based on these allocations. Multiple instances of families declining offered space will result in total enrollment that varies from these numbers.*

### **ACADEMIC PRIORITY**

The dean will prioritize faculty for child care space occupation based on what he/she views as the needs of the school/division. The following should be taken into consideration.

1. The top priority of the institution is the recruitment and retention of faculty at any rank.
2. Other important considerations include:
  - Sibling preference
  - Dual Academic careers (UCLA)
  - Single Parent
  - Assistant Professor Rank
  - Academic w/ working spouse

(The ECE available spaces are on the basis of age and the other considerations noted are applied to each age category).

If no eligible senate faculty member is available from a Unit's waiting list, ECE will offer the unused space to another Unit who can designate an appropriate senate faculty member to fill the space. If no senate faculty families are available to fill a space, ECE will fill the space from their waiting list. If the family ultimately accepting enrollment was not on a Unit's priority list, ECE will notify the Unit of the enrollment. A Unit's Dean is responsible for the \$2,000 subsidy for every childcare space filled by one of his/her academic senate members (or designee) of the school/division, whether or not the Dean has placed the faculty member on a priority list.

### **ADMINISTRATION**

- All families must apply to ECE and pay the appropriate application fee in order to be placed on any waiting list. A copy of the application should be shared by the applicant with the Unit if the faculty member wishes to request priority placement.

- Each Unit is to maintain an up-to-date rank ordered waiting list of eligible faculty who desire UCLA campus childcare, including name, department, rank, birth date of child and other relevant information such as sibling in childcare, single parent, dual academic career parent, etc.
- Rank ordered lists are to be updated in the spring and fall of each year and submitted to the ECE. ECE will provide the unit with a spread sheet detailing the applicant parents' names, faculty title(s), and name and birth date of the child. Units will then determine if the list is complete and/or if there are names on the list that do not belong to the unit.
- Rank ordered lists should be provided to ECE administration upon request (within 3 days) when a childcare space becomes open.
- Deans/Schools determine the criteria and process to be used to rank order their lists.
  - Deans/Schools give priority to Academic Senate Faculty member families.
  - Deans/Schools determine what other criteria such as sibling preference, single parent, dual academic career parent etc. should apply to enrollment decisions for their school and notify ECE of the decision.
  - Deans/Schools determine the level of faculty committee participation in the development of criteria or ranking.

### **Enrollment Policies – Faculty Member**

- To be considered for childcare, faculty members interested in campus childcare must complete an ECE Childcare Application, pay the appropriate fee AND notify their Chair that they want to be placed on the School's prioritized waiting list.
- Once offered a space, the faculty member must accept or decline within 72 hours. If the faculty member declines or makes no decision in the allotted time frame, the space will be offered to the next age-eligible faculty child on the school's waiting list. The faculty member must request to remain on the waiting list if they wish to be considered at a later date, otherwise he/she will have to reapply after two offers have been made and declined.
- Faculty members are responsible for paying the monthly fees for their children on a timely basis or make arrangements for payment or the childcare will be withdrawn.
- Faculty members must abide by all the policies of UCLA Early Childcare Education to maintain their child's enrollment in the program.
- Any childcare spaces left unfilled by the Units will be determined for allocation by the Director of ECE.

A unit may request that a space be held for the arrival of a faculty member. A maximum of a three- month hold is allowed as long as the space is paid for in full based on the standard monthly rates for the given age group (infants, toddlers, preschool or kindergarten.) For example, a three-month hold will enable a school to hold a space over the summer for an incoming faculty member, or for a faculty member on sabbatical.

### **OVERSIGHT**

UCLA Early Care and Education is a unit of Campus Service Enterprises, a subdivision of the Administration, and these entities oversee and are fully responsible for all ECE operations and finances.

The Early Care and Education Advisory Board composed of members representing faculty, staff and student constituencies provide support and advocate for the child care needs of campus families. The Child Care subcommittee of the Faculty Senate Welfare committee advocate specifically for the child care needs of senate faculty members.

The Vice Provost for Faculty Diversity & Development is the designated administrator in the Chancellor's Office that will interface with ECE and the Units with respect to faculty enrollment. Currently the College of Letters and Sciences' Cabinet through its Chief Administrative Officer, the Senior Associate Dean for Academic Personnel in the School of Medicine, and the Chair of the Professional School Deans' Council determine, with the Deans, the priority listing of faculty applications within their allocations, after consultation with the concerned academic units.