FOR PREGNANT AND PARENTING TEENS

A Guide to Early Care and Education Programs

COUNTY OF LOS ANGELES
Public Health

COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF
EARLY CARE AND EDUCATION

Revised: September 2019

FOR PREGNANT AND PARENTING TEENS
A Guide to Early Care and Education Programs

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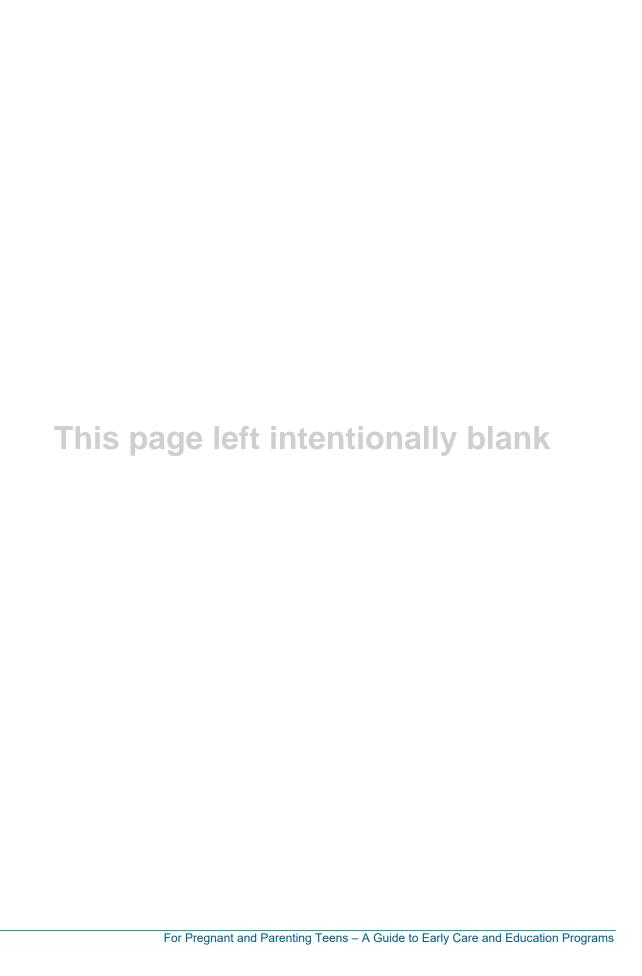*Director, Office for the Advancement of Early Care and Education*

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INTRODUCTION

Finding an Early Care and Education program that meets the needs of your child and family is a very important responsibility. It also can be a challenging and lengthy process. As parents, while you are going to school or working, you want to trust that the person or program you choose to care for your child is keeping her/him safe and healthy and nurturing your child's growth and development. In addition, you want to share information with your child's provider or program staff about your child's progress and discuss ways that both of you can help your child grow and learn.

The Office for the Advancement of Early Care and Education is delighted to offer you this Guide to Early Care and Education Programs (Guide). The Guide is designed to help you make informed decisions when looking for a Early Care and Education program for your child and family. In addition, it may help you organize your important documents and information on your child so that it is readily available to you when you enroll your child into an Early Care and Education program. Ultimately, the Guide is intended to help you in your search and selection of a high-quality Early Care and Education program that is the best fit for you and your family.

The Guide contains the following:

Types of Early Care and Education Programs: a listing and brief description of the different types of Early Care and Education programs.

Finding Help Paying for Services - Understanding the Subsidized Early Care and Education System: provides brief summaries of Early Care and Education subsidy programs available for low– to moderate-income families.

Programs for Pregnant and Parenting Teens: describes programs specifically intended to ensure that teen parents receive the support they need to graduate from high school while promoting their child's optimal development, including participation in Early Care and Education programs.

Using Your Local Child Care Resource and Referral Agency: a guide to prepare you for requesting referrals to Early Care and Education programs, including information that you will want to share with the resource and referral specialist.

Choosing a Quality Early Care and Education Program: a checklist of things to look for and ask when visiting prospective Early Care and Education programs.

Directory of Programs and Additional Resources: a directory of organizations that provide information and referral to an array of resources that help families with a variety of needs; this section lists the Early Head Start Programs located throughout Los Angeles County, a directory of the school districts that offer Cal-SAFE programs, and the contact numbers for Head Start Programs.

Referral and Enrollment Tools: this section provides a referral form that may be used to track your efforts at searching for an Early Care and Education program, a checklist of documents and information that you will likely need to provide to the Early Care and Education program you select, and a handy worksheet for you to record information about your child and use as a resource for the type of information you will need when you enroll your child.

We hope you find this Guide helpful in your search for and participation in a high-quality Early Care and Education program. While parenting can be demanding, we hope your experiences are happy and rewarding.

TYPES OF EARLY CARE AND EDUCATION PROGRAMS

Early Care and Education programs are offered in different settings, including family child care homes, centers, and schools. Most Early Care and Education programs are required to have a license to operate by the State of California. While licensing is intended to ensure the basic health and safety of the children participating in the program, licensing alone does not guarantee that the program will help your child develop and grow.

Refer to Choosing a Quality Early Care and Education Program on page 8 of this Guide to help you ask the right questions when visiting an Early Care and Education program to make sure that it is a good fit for your child and family.

Early Care and Education Center
Full- or part-day program that cares for infants and toddlers (birth to three years old), preschoolers (three to five-year-olds) and school age children (up to 13 years old) in a group setting. Centers may serve one age group or a combination of two or all three age groups, separating the children into classrooms by age groups.

Family Child Care Home
A family child care provider's home is licensed to care for up to eight or 14 children from birth up to age 13, including the provider's own children, in the provider's home.

In-Home Care
Typically, in-home care occurs in the family's home or the home of the provider. In-home care is not licensed; therefore, it is essential for the parent or caregiver to make sure that the arrangement works.

School Age/Extended Care
A variety of programs offer supervision, recreation, and enrichment to children during out of school hours, including before and after school and during winter, spring, and summer breaks. Programs may be offered on the school campus or in another location, such as a park or community-based organization. Some programs are licensed, while others are regulated by other entities.

FINDING HELP PAYING FOR SERVICES: UNDERSTANDING THE SUBSIDIZED EARLY CARE AND EDUCATION SYSTEM

Locating **affordable**, quality care is a challenge for most families. It is of particular concern for low- to moderate-income families, many of whom may be eligible for government-subsidized care. Unfortunately, there is not enough funding to help all of the families that meet the income criteria for an Early Care and Education subsidy. Therefore, it is important to begin your search for a program early, ask to be added to the waiting lists of the programs that are likely to meet the needs of you and your family, and keep in contact with the programs by providing information on any changes, such as if you move or obtain a new telephone number.

This section briefly describes Early Care and Education programs aimed at serving low-income families, including eligible pregnant and parenting teens.

Early Head Start
Free comprehensive early education program for low-income pregnant women, infants, and toddlers from ages birth to three, including young children with disabilities. Services may be provided in the home of the family, a licensed family child care home, and/or a center. Comprehensive services include helping families get health, nutrition, and social services. Early Head Start has a strong parent involvement component and services specifically designed for pregnant women.

> *See page 12 of the Directory of Programs and Additional Resources section for a full listing of the Early Head Start Programs located throughout Los Angeles County.*

Head Start
Free part-day or full-day comprehensive child development program for low-income and disabled preschoolers ages three to five years old living in the local community. Families most in need, including families at risk and/or in crisis, four-year-old children, and children with disabilities, receive priority for enrollment. Comprehensive services include providing and linking families with social services, health, mental health, disability and nutrition services. Head Start strongly encourages parent involvement.

California Department of Education/Child Development Division (CDE/ELCD) Programs
The CDE/ELCD contracts with schools and organizations to provide Early Care and Education services to children from low- to moderate-income families. Families with open cases with the Department of Children and Family Services (DCFS) receive priority for enrollment, as space is available. The following is a list of the program types:

Early Care and Education Centers: Comprehensive programs for low-income infants and toddlers (birth to three) and school age children (up to 10 or 12 years old) in a group setting. To qualify, parents must be enrolled in school or a vocational job training program, working, seeking employment, seeking permanent housing for family stability, or be incapacitated. Families pay a fee based on their income. The centers provide meals and snacks, offer parent education, and encourage parent participation.

Family Child Care Home Education Networks: Groups of family child care homes that operate under a sponsoring organization, such as a center or a Child Care Resource and Referral Agency, which provide training and support to participating providers.

Alternative Payment (AP) Programs: Subsidized child care provided primarily in private centers, family child care homes, or by a license-exempt provider such as a family member, relative, friend, or neighbor to children from birth to 10 or 12 years old.

California State Preschool Programs (CSPPs): Offer part-day, part-year developmentally appropriate child development services to three and four-year-old children. CSPPs provide meals and snacks, offer parent education, and encourage parent participation. Wrap around for a full-day of services available to qualifying parents enrolled in school or a vocational job training program, working, seeking employment, seeking permanent housing for family stability, or be incapacitated. Families pay a fee based on their income.

Department of Children and Family Services (DCFS) Child Care Assistance Program
The DCFS Child Care Assistance Program serves "at risk" children and families. Teen parents under the supervision of DCFS and living with their birth parent, a relative, or in a basic licensed foster home may be eligible for free child care for up to six or 12 months. For more information, speak with your Children's Services Worker (CSW) to decide whether child care is a necessary part of your case plan. If so, your CSW will submit a child care referral form to the DCFS Child Care Unit.

PROGRAMS FOR PREGNANT AND PARENTING TEENS

Teen parents are encouraged to explore enrolling their children in one of the many programs listed in this booklet, including those listed in the previous section. Three programs specifically intended to ensure that teen parents receive the support they need to graduate from high school are summarized in this section.

Adolescent Family Life Programs
Adolescent Family Life Programs (AFLPs) provide intensive case management services to pregnant and parenting teens with infants up to 18 months old. Pregnant teens and mothers under 18 years old with children under 12 months old receive priority for participation as space is available. Among the services provided by AFLPs are: ensuring teens are able to meet their educational and career goals; promoting healthy family relationships; and assisting teens and their children with access to health and social services, including resources for finding and selecting an Early Care and Education program.

> *See page 10 of the Resources section for the listing of the AFLPs with their contact information*

California School Age Families Education (Cal-SAFE) Programs
The Cal-SAFE Program is designed to support the academic success of pregnant and parenting teens, increase the availability of support services for enrolled students, and provide Early Care and Education services to their children. Sixteen school districts throughout Los Angeles County offer Cal-SAFE programs.

> *See page 11 of the Resources section for a complete listing of the Cal-SAFE programs.*

CalWORKs Stage 1 Child Care for Cal-Learn Teens
Pregnant and parenting teens under the age of 19 who have not completed their high school education may qualify for cash aid if you live with your parents, guardian, another adult relative, or in an adult-supervised arrangement. Alternatively, you may qualify for cash aid if you meet one of the following conditions: 1) you do not have a parent or adult relative with whom to live (parents are either deceased or whereabouts unknown); 2) you or your child would be at risk for abuse, neglect or sexual exploitation if you lived with your parent or relative; 3) you have lived apart from your parent or adult relative for at least 12 months before your child was born or before applying for cash aid; 4) you are married or legally emancipated; or 5) the senior parent or guardian does not allow you to live with him/her.

Cal-Learn is a mandatory program for CalWORKs participants receiving cash assistance, under 19 years of age, are pregnant or parenting, and have not completed high school. Cal-Learn participants are required to enroll in high school or an equivalency program. The Cal-Learn program provides payments for child care, transportation and school supplies, intensive case management through the Adolescent Family Life Programs (AFLPs) or the Department of Public Social Services (DPSS) depending on a determination of risk; bonuses of $100 up to four times per year for report cards with average grades of "C" or better, sanction for report cards showing average grades of "D" or worse, and a $500 one time only bonus for receiving a high school diploma or its equivalent.

Teen parents participating in Cal-Learn receive Stage 1 Child Care; teen parents are not required to work, however must attend school. The five-year limit for cash aid does not begin until the teen parent has left Cal-Learn.

For more information about Cal-Learn, including the eligibility requirements and the services available under the program, contact the County of Los Angeles Cal-Learn toll free number at 1-800-511-2070 or call your local AFLP (see page 10).

Nurse-Family Partnership
First time pregnant young women who are less than 18 weeks pregnant and of low-income are eligible to receive regular home visits from a nurse up until your baby is two years old. Nurses help with ensuring the young mother has access to prenatal care, preparing your home as a safe place for your baby to live and play, strengthening your parenting skills, and referring you to healthcare, child development services, job training and other support services available in your community. For more information, call (213) 639-6433 or (213) 639-6434.

USING YOUR LOCAL CHILD CARE RESOURCE AND REFERRAL AGENCY

Selecting an Early Care and Education program that will help your child develop and learn and meet the needs of your family is an important job. Because you want the best for your child, you will want to spend time learning as much as you can about your choices – whether you prefer a center-based or family child care home – and visiting different Early Care and Education programs before you enroll your child. In addition, you will need to think about the cost of care and how you will pay for it or find out if you qualify for help paying for your child care. Most importantly, you will want to consider the quality of experiences for you and your child.

As a first step to beginning your search for a Early Care and Education program, you will want to contact your local child care resource and referral (R&R) agency. To be connected to your local R&R, call the LA County R&R Consumer Education Line at 1-888-922-4453.

What is a Child Care Resource and Referral Agency?
Gives families referrals to a range of licensed Early Care and Education programs for children from birth to 12 years old.

Provides resources and referrals to low-income families eligible for child care subsidies.
Offers written materials on several topics, including selecting a Early Care and Education program that is right for you, as well as brochures on child development topics, such as separation, toilet training, nurturing your child's development and more. Ask about their brochures and other materials and how you can receive them.

How to Request Referrals

Before you call the resource and referral agency, think about the type of care you would prefer, such as center-based or family child care. You may decide that you would like to visit both types of programs to help you make your decision. Also, think about whether you want your child in a program near your home, school, or work. When you call, the resource and referral specialist should ask you for the following information:

- Age of your child

- Your home ZIP code

- Hours child care is needed

- Why you need child care (attending school, working, participating in job training, child's enrichment and school readiness)

- Where you want the care (city and ZIP code) – near your home, school, work, etc.

- Special considerations (such as whether your child has disabilities or special needs, you need transportation, you need help paying for care/subsidized child care; your family speaks a language other than English)

- Types of care you are most interested in (center-based or family child care home; full-day or part-day)

Based on your answers, the resource and referral specialist will provide you with a list of referrals. Typically, you will receive the following information:

- Name of the centers and/or family child care providers

- For centers, the address and telephone number

- For family child care, the closest major cross streets and the provider's telephone number

Most referrals will be provided to you on the telephone the day you call. In some cases, the resource and referral specialist may call you later the same day or later in the week with a list of referrals.

It will be up to you to contact the centers and/or family child care home providers to conduct telephone interviews and/or schedule times to meet with them and visit their programs. If you are not satisfied with any of the programs that you have contacted and/or visited, call the resource and referral agencies for additional referrals.

Paying for Care

The cost of Early Care and Education services generally depends on the age of your child and the hours of care needed. Be sure to let the resource and referral specialist know if you think you may qualify for subsidized child care. In addition, ask for referrals to programs that offer subsidized services or scholarships to families unable to afford the full cost.

Funding for subsidized care is limited and scholarships depend on the fundraising efforts of the individual center. As a result, you may be placed the waiting list(s) of the program(s) in which you are interested in enrolling your child.

> *There are eight Child Care Resource and Referral (R&R) Agencies throughout Los Angeles County to provide families with referrals to Early Care and Education programs. For referrals, call the toll-free Consumer Education Line at 1-888-922-4453 to be connected to the R&R agency closest to your home, school, or work. Or visit ccala.net to conduct a search for the R&R in your area.*

Other Resources

In addition to your local resource and referral agency, information on finding and selecting high quality Early Care and Education services is available from the Quality Start Los Angeles(QSLA) at qualitystartla.org, the National Association for the Education of Young Children (NAEYC) at www.naeyc.org, and the National Association for Family Child Care (NAFCC) at www.nafcc.org. NAEYC and NAFCC post listings of programs that have received national accreditation for meeting high quality standards (NAEYC and NAFCC).

CHOOSING A QUALITY EARLY CARE AND EDUCATION PROGRAM: A CHECKLIST

Finding an Early Care and Education program that is right for you and your family is a process that will take time, lots of time. But in the end, it will be worth it! As a parent, you want to choose a program that makes sure your child is safe, loved and cared for and works with you to promote your child's growth and development. Ultimately, the best programs are those in which the provider or teacher builds a warm and loving relationship with your child as the foundation for your child's optimal growth and learning and supports and works with you as your child's first and primary teacher.

This checklist is a list of items to consider when visiting prospective Early Care and Education programs. When you schedule your visit, arrange to spend an hour or two to get a sense of the program. Be sure to observe and ask questions. And use this checklist. The more items you check based on what you see or learn by asking questions during your visit, the more you will know whether you have found a quality program.[1]

- Is the program licensed? Ask to see a copy of the license.

- What is the ratio of children to early educators? Check the license for capacity and ages.

- Is there an open-door policy that welcomes your visits, participation, and input?

- Does the early educator encourage you to share appropriate information about your child and family? How is ongoing communication encouraged between parent(s) and caregiver?

- What is the program philosophy? Does the early educator respect your concerns as a parent(s) and your philosophy, values, and goals for your child?

- Does the early educator listen closely to children and use positive language when talking to them? Do you feel comfortable with this person and the way she/he interacts with you and the children?

- What are the expectations for children's behavior? Does the early educator use positive and non-punitive discipline methods? Ask and look for examples.

- What type of child development training has the early educator received?

- Does the early educator talk with the children and play with them on the floor?

- Observe the indoor and outdoor environments for safety and cleanliness.

- Are materials easily available to children? Are toys and materials appropriate to the development levels of the children? Is there enough variety to facilitate development in all areas?

- How is the day structured? Are there scheduled times for free play, structured activities, meals, quiet time, naps, and outdoor play?

- Are daily or weekly activity plans posted? What types of activities are provided, both child-initiated and adult-initiated? Does your child bring home a variety of things to show you?

- What is the policy on watching television and using the computer?

- Are meals and snacks provided? Are they nutritious and fresh? Are menu plans posted? Is social interaction encouraged during meal and snack times?

- Do the children seem happy, secure, and stimulated?

- Is your child eager to go there each day? Does she/he talk positively about friends, activities, and the early educator? Is your child happy when you arrive, even reluctant to go home?

[1] The checklist is provided with the permission of Connections for Children. Retrieved from www.cfc-ca.org on July 9, 2007.

DIRECTORY OF PROGRAMS AND ADDITIONAL RESOURCES

Adolescent Family Life Programs (AFLPs)

ALTAMED Health Services Corporation

Youth Services Division
512 South Indiana Street
Los Angeles, CA 90063
(323) 307-0160

711 East Wardlow Rd, Suite 203
Long Beach, CA 90807
(562) 595-8040

El Nido Family Centers

Administrative Offices
10200 Sepulveda Boulevard, Suite 350
Mission Hills, CA 91345
(818) 830-3646

2152 W Manchester Ave, Suite 4
Los Angeles, CA 90047
(323) 971-7360

13460 Van Nuys Boulevard
Pacoima, CA 91331
(818) 896-7776

Foothill Family Services

Teen Family Services
2500 E Foothill Blvd, Suite 300
Pasadena, CA 91107
(626) 564-1613

West Covina Center
1215 W. West Covina Pkwy, Suite 200
West Covina, CA 91790
(626) 338-9200

Project NATEEN
Children's Hospital Los Angeles
5000 Sunset Boulevard, 7th Floor
Los Angeles, CA 90027
(323) 361-5981

California School Age Families Education (CAL-SAFE) Programs

The following school districts offer Cal-SAFE Programs or other programs for pregnant/parenting teens:

ABC Unified School District Teen Parenting Program	(562) 926-7136 x22200
Baldwin Park Unified School District Cal-SAFE Program	(626) 962-3311 x5953
Bassett Unified School District Teen Parenting Program at Nueva Vista	(626) 931-3114 (626) 931-3177
Charter Oak Unified School District Virtual Academy for Pregnant Teens	(626) 966-8331
Glendale Unified School District Young Parents Education Program	(818) 247-4805
Hacienda La Puente Unified School District Cal-SAFE Program	(626) 933-8879
Los Angeles Unified School District Teen Parenting Program · *Cleveland High School* · *Locke High School* · *Ramona High School* · *Roosevelt High School*	(213) 241-1000 (818) 885-3670 (323) 755-0102 (323) 266-7650 (323) 780-6635
Montebello Unified School District Pregnant & Parenting Program	(323) 728-0121 or (323) 887-7946
Pomona Unified School District Cal-SAFE Program	(909) 397-4740 x5636
Santa Monica-Malibu Unified School District Infant/Toddler Care at Santa Monica High School	(310) 395-3204 x71167
Whittier Union High School District Teen Parent Program & Infant Development Center	(562) 698-8121 x1297
** Los Angeles County Office of Education no longer offers Cal-SAFE, however does offer education services to pregnant and parenting teens; very limited child care available. Call (562) 940-1864.	

Early Head Start Programs

Baldwin Park Unified School District
3699 North Holly Avenue
Baldwin Park, CA 91706
(626) 962-3311 x4642
Center-based with Cal-SAFE at Baldwin Park & Hacienda La Puente USDs - see page 9; home-based

Child Care Resource Center
8015 Van Nuys Boulevard
Panorama City, CA 91402
(818) 781-4349 or (818) 781-4390
Home-based

Children's Institute, Inc.
711 South New Hampshire Avenue
Los Angeles, CA 90005
(213) 385-5100 x1885
Center-based; home-based

El Nido Family Centers
2152 West Manchester Avenue
Los Angeles, CA 90047
(323) 971-7360
Home-based

Foothill Family Services
2500 East Foothill Boulevard, Suite 300
Pasadena, CA 91107
(626) 564-1613
Home-based in El Monte, South El Monte and La Puente

Hope Street Family Center
1401 South Grand Avenue
Los Angeles, CA 90015
(213) 742-6385
Families start in home-based, then transition to center-based

Human Services Association
6800 Florence Avenue
Bell Gardens, CA 90201-4958
(323) 513-0594
Center-based; home-based

Kedren Community Health Center, Inc.
710 East 111th Place
Los Angeles, CA 90059
(323) 777-1411
Center-based; family child care; home-based

Early Head Start Programs (continued from previous page)

Long Beach Unified School District
Head Start Program
1260 East 33rd Street
Signal Hill, CA 90755
(562) 426-8144
Center-based; home-based

Los Angeles Education Partnership
1055 West Seventh Street, Suite 200
Los Angeles, CA 90017
(213) 622-5237 x0
Home-based

Options-A Child Care and Human Services Agency
100 North Citrus Street, Suite 301
West Covina, CA 91791
(626) 732-0130
Center-based (serves La Puente)
Home-based (serves zip codes 91790, 91791,91792, 91744, 91758)

Pacific Asian Consortium in Employment (PACE)
1055 Wilshire Boulevard, Suite 1050
Los Angeles, CA 90017
(213) 989-3244
Home-based (serves zip codes 90042, 90248, 90260, 90504, 91770, 91801)

 Pacific Clinics Early Head Start—Nesbitt Site
349 West Altadena Drive
Altadena, CA 91001
(626) 794-7192
Center-based; home-based; serves the San Gabriel area

Palmdale School District Office
Early Childhood Programs
975 East Avenue P-8
Palmdale, CA 93550
(661) 273-4710
Home-based

Pediatric Therapy Network
1815 West 213th Street, Suite 100
Torrance, CA 90501
(310) 328-0693 x305
Center-based; home-based; serves zip codes 90501, 90503, 90505)

Early Head Start Programs (continued from previous page)

Plaza de la Raza - Child Development Services, Inc.
11015 Bloomfield Avenue
Santa Fe Springs, CA 90690
(562) 777-7170 - ask for Family Service Associate (Main: (562) 776-1301)
Center-based; home-based

Plaza de la Raza—Child Development Services, Inc.
12830 Columbia Way
Downey, CA 90242-4720
(562) 803-6229 - ask for Family Service Associate (Main: (562) 776-1301)
Center-based; home-based

Pomona Unified School District
1460 East Holt Avenue, Suite 194A
Pomona, CA 91767
(909) 397-4740 x5659
Center-based for teen parents only; home-based

St. Anne's
155 North Occidental Avenue
Los Angeles, CA   90026-4641
(213) 381-2931 x450
Center-based

UCLA Early Head Start
14423 Van Nuys Boulevard
Arleta, CA 91331
(818) 485-0129
Home-based

University of Southern California—School for Early Childhood Education
3716 South Hope Street, Suite 366
Los Angeles, CA 90089
(213) 821-3133
Center-based; home-based

Venice Family Clinic—Children First Early Head Start Program
604 Rose Avenue
Venice, CA 90291
(310) 664-7557
Center-based with Cal-SAFE at Santa Monica High School (see page 9); Family Child Care Home-based

Vista Del Mar and Family Services/Home-SAFE
6926 Melrose Avenue
Los Angeles, CA 90038
(323) 934-7979
Home-based

Early Head Start Programs (continued from previous page)

Volunteers of America
11243 Kittridge Street
North Hollywood, CA 91606-2605
(818) 980-2287
Center-based; home-based

Westside Children's Center
12120 Wagner Street
Culver City, CA 90230-5844
(310) 397-4200
Center-based; family child care home; home-based

Head Start Programs
Contact your local child care resource and referral agency for referrals to a Head Start Program in your community. You may also receive referrals to Head Start Programs by calling, toll-free, 1-877-PRE-K-KID (773-5543).

211 LA County
Dedicated to providing guidance, advocacy, and 24 hour seven days per week access to a range of human services to the people of Los Angeles County. For more information or to access their services, visit www.infoline-la.org or call 211.

First 5 LA Parent Helpline: Provides information, support and assistance to expectant parents and parents/caregivers of children up to age five with questions and concerns about health, education and safety. Call 1-888-First5LA (1-888-347-7855).

LACountyHelps!
An easy-to-use website that confidentially can tell families whether they are able to get help from health and human services programs: CalWORKs, Child Health and Disability Prevention Program (CHDP), Child Support Services, Family Preservation Program, Food Stamps, Medi-Cal, Healthy Families and Healthy Kids, Supplemental Security Income, Women, Infants, and Children Services (WIC), and more. Visit www.LACountyHelps.org.

REFERRAL AND ENROLLMENT TOOLS

This section of the booklet provides you with tools to help you with your search for an Early Care and Education program. As mentioned previously in the section on Choosing a Quality Early Care and Education Program—when you schedule your visit, arrange to spend an hour or two to familiarize yourself with the program and get a sense of whether the program is right for your child and family. If possible, bring your child with you to the visit.

The tools:

Connecting Families with Early Care and Education Referral Form
The Referral Form is provided to help you keep track of the programs that you visit. As you will see, there is a section for the organization (such as an AFLP) that may be helping you with your search to provide their contact information. Documents are generally not required for a visit; rather the list is included on the form to help you remember what you will need if you decide to enroll your child in the program. Be sure to add your impressions and other important information in the box for Additional Notes!

My Early Care and Education Checklist
Early Care and Education programs require families enrolling their children to complete an application and provide documents supporting the information that you provide on the application. If you are applying to enroll your child in a subsidized program, you will be required to verify your eligibility with supporting documents, such as payroll stubs or documentation showing that you are enrolled in school. If your child has a disability or other special need and has an Individual Family Service Plan (IFSP) or Individual Education Program (IEP), you will want to provide a copy to help the program understand your child's needs and the goals for your child.

Be sure to keep all of your original documents for your records by providing copies only.

Important Information about My Child

This page requests the basic information you will need to provide upon completing the application for enrolling your child.

<table>
<tr><td colspan="2">CONNECTING FAMILIES WITH EARLY CARE AND EDUCATION
REFERRAL FORM</td></tr>
<tr><td colspan="2">Early Care and Education Program Name</td></tr>
<tr><td>Early Care and Education Contact

Telephone Number (   )</td><td>Hours of Operation</td></tr>
<tr><td colspan="2">Appointment Date and Time</td></tr>
<tr><td colspan="2">Early Care and Education Program Address</td></tr>
<tr><td colspan="2">Nearest Cross Streets</td></tr>
<tr><td colspan="2">Reason for Appointment (be specific)</td></tr>
<tr><td colspan="2">Documents Required for Appointment

Child's Birth Certificate   Current Address Verification
Child's Immunization Record   Proof of Income (payroll stubs)
Child's Physical Form with TB Clearance   Income Verification—Other Sources
Other _____</td></tr>
<tr><td colspan="2">Name of Referring Agency</td></tr>
<tr><td colspan="2">Referring Agency Contact</td></tr>
<tr><td colspan="2">Telephone Number (   )</td></tr>
<tr><td colspan="2">Additional Notes</td></tr>
</table>

Important Information about My Child

This page requests the basic information you will need to provide upon completing the application for enrolling your child.

CONNECTING FAMILIES WITH EARLY CARE AND EDUCATION **REFERRAL FORM**	
Early Care and Education Program Name	
Early Care and Education Contact **Telephone Number ( )**	**Hours of Operation**
Appointment Date and Time	
Early Care and Education Program Address	
Nearest Cross Streets	
Reason for Appointment (be specific)	
Documents Required for Appointment 　Child's Birth Certificate　　　　　　　　　Current Address Verification 　Child's Immunization Record　　　　　　　 Proof of Income (payroll stubs) 　Child's Physical Form with TB Clearance　　 Income Verification—Other Sources 　Other _____	
Name of Referring Agency	
Referring Agency Contact	
Telephone Number ( )	
Additional Notes	

Important Information about My Child

This page requests the basic information you will need to provide upon completing the application for enrolling your child.

CONNECTING FAMILIES WITH EARLY CARE AND EDUCATION REFERRAL FORM	
Early Care and Education Program Name	
Early Care and Education Contact **Telephone Number ( )**	**Hours of Operation**
Appointment Date and Time	
Early Care and Education Program Address	
Nearest Cross Streets	
Reason for Appointment (be specific)	

Documents Required for Appointment
   Child's Birth Certificate   Current Address Verification
   Child's Immunization Record   Proof of Income (payroll stubs)
   Child's Physical Form with TB Clearance   Income Verification—Other Sources
   Other _____	

Name of Referring Agency	
Referring Agency Contact	
Telephone Number ( )	
Additional Notes	

MY EARLY CARE AND EDUCATION CHECKLIST

Documents that may be required to enroll my child in an Early Care and Education program:

- Copy of my child's original birth certificate
- Copy of my child's current Immunization Record (update annually)
- Income verification
- Current address verification (examples: driver's license/identification card, utility bill, etc.)
- Recent photos of my child
- Copies of social security cards for my child and me (if available)
- Physical form (provided by Early Care and Education program) with current TB clearance completed by my child's doctor
- Individual Family Service Plan (IFSP) or Individual Education Program (IEP)

Information I may need to provide when I enroll my child in an Early Care and Education program:

- My child's name and date of birth
- My contact information, including my name, address, and telephone numbers (e.g. home, work, school, and/or cell)
- Name, telephone number and address of persons who can take responsibility for my child if I cannot be reached (e.g. my parents, my child's father/mother, etc.)
- Any information about my child's food restrictions and allergies
- Contact information, including the name, address, and telephone number of my child's doctor in case of emergency
- Record of current medications, including the name of the doctor and instructions for providing the medications to my child

> *The documents required to enroll your child may vary based on the type of program for which you are eligible, if subsidized, and/or wish to enroll your child.*

IMPORTANT INFORMATION ABOUT MY CHILD

My child's name: _____

                               First   Middle   Last

My child's date of birth: _____ My child's gender: Female/Male

My contact information:

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Telephone numbers

       Home: _____ Cell: _____

       School: _____ Work: _____

Contact information for person who can take responsibility for my child if I cannot be reached:

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Telephone numbers:

       Home _____ Cell _____

Contact information for my child's doctor in case of emergency:

Doctor's Name: _____

Street Address: _____

City, State, and Zip Code: _____

Telephone numbers: Office _____ Cell _____

Record of medications, including the name of the doctor and instructions for providing the medications to my child: _____

_____

_____

_____

Notes:

COUNTY OF LOS ANGELES
OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION