



Policy

It is the policy of the LLESA Children's Center to have practices in place to provide appropriate and timely management of program enrollment and classroom wait lists. Our goal is to update classroom enrollment regularly, provide prompt, ongoing communication with families, and to offer resource and referral information.

Practice

The LLESA Children's Center has provided child care services for employees of the Lawrence Livermore National Laboratory, Sandia National Laboratory, and long-term laboratory contract employees since 1986. The program is also open to families who live or work in Livermore. For over 20 years, the program has operated at full capacity with wait lists. The following information defines how enrollment and the wait lists are managed and will be included in the updated Parent Handbook and well as distributed to touring families.

Enrollment

- Enrollment Priority – priority for enrollment and classroom wait lists are as follows:
 1. Current family siblings
 2. LLNL employees
 3. Sandia & long term contract employees who work at the lab facilities
 4. Families who live or work in Livermore
- When a classroom opening is identified, families from the wait list in the priorities listed above are contacted until the space is filled.
- Families are asked to respond quickly when space is offered, either to accept or decline.
- Families with one decline are placed at the bottom of the wait list in the appropriate eligibility group. Families with a second decline are removed from the list.
- The program attempts to provide as much notice as possible when openings occur - at least 1 month leeway in order for families to plan and give notice to current providers.
- Once families are enrolled in the program they are accommodated to progress through the various program classrooms until they no longer require care. Children are transitioned through the program according to individual growth & development and space availability. Transitions typically occur in September, February, and summer.

Wait List

- Separate wait lists are managed for each of the 6 Children's Center classrooms:
 - Infant (6 weeks to 12-16 months) – group size of 12 with 1:3 teacher to child ratio
 - Toddler (1 year olds) – same group size and ratio as Infant Classroom
 - 2's – group size of 15 with 1:5 teacher to child ratio
 - Preschool (3 year olds) – group size of 16 with 1:8 teacher to child ratio
 - Pre K (4 & 5 year olds) – group size of 20 with 1:10 teacher to child ratio
 - School Age (TK – 13 year olds) – group size 14+ with 1:10/14 ratio
- Infant & Toddler Wait List - The wait list for the Infant and Toddler Classrooms are further defined by primary care groups to maintain small groups for each primary group teacher. Each primary care group and teacher then move together into the Toddler Classroom when developmentally ready (typically between 12 and 16 months). This provides continuity for children and families for the first 2 years of the program.
- Wait list numbers are subject to change only when a new sibling is added to the classroom lists, when an entering family has a higher eligibility priority, or when an existing family is moved to the next classroom list as children get older by using their original application date to determine position.
- The Children's Center updates the wait list every few months and contacts all families with the latest information
- Families are also encourage to contact us anytime for an update
- The Children's Center also provides child care resource and referral information for families needing immediate child care before the Children's Center anticipated availability:
 - CONCERN: EAP Work/Life Services – this program provides parenting and childcare referrals for LLNL employees www.concern-eap.com 800.344.4222
 - Child Care Links – State funded child care resource and referral agency for Livermore, Pleasanton, Dublin, and Sunol www.childcarelinks.org 925.417.8733