

Culver City Parks, Recreation and Community Services Department Childcare Subsidy Handbook



Program Enrollment

Successful enrollment in the Culver City Childcare Subsidy Program requires completing multiple steps and complying with several policies. Please read each section carefully to ensure you understand the enrollment requirements. Enrollment will begin in March of the previous school year and will remain open pending funding and availability of program space. For the 2027-2028 CCUSD school year, enrollment will begin March 2027.

Eligibility Criteria

To enroll into the Childcare Subsidy Programs families must first meet the following:

- Have a child between the ages of 4.5 and 12 years old.
- Have a child currently enrolled in one of the following Culver City Unified School District Elementary Schools:
 - El Marino Elementary School
 - El Rincon Elementary School
 - Farragut Elementary School
 - Linwood E. Howe Elementary School
- Provide accurate documents based on the category they are enrolling in.
- Must attend 80% of the program month

Enrollment Categories

Eligibility will be determined based on 3 categories. Culver City Parks, Recreation and Community Services (PRCS) staff will verify eligibility and place families in the correct category. Once families have met the eligibility criteria they will be placed into categories. These categories will determine the amount of subsidy families will receive, as well as which families take priority. Enrollment is not guaranteed and is based on availability in the program and funding. The categories are as follows:

1. Category One: Families currently suffering from homelessness or residing in shelter. Families with a Child Protective Services (CPS) or At-Risk Services Referral submitted by a social service agency or provider, and children that are in the foster care system.
 - a. These families will receive 100% subsidized childcare for the duration of time in category one.
2. Category Two: Families with the lowest gross monthly income in relation to family size. This income is based on the Los Angeles County Lowest Gross Monthly Income (2025).
 - a. Families will receive up to 50% subsidized care based on their income level.
 - b. Families are required to submit any updates on income immediately to PRCS staff.
 - c. If two families rank equally, the family with a child(ren) with exceptional needs* will be enrolled first.

**Children with Exceptional Needs are defined as those with intellectual disabilities, hearing impairments, speech or language impairments, visual impairments, serious emotional disturbance, orthopedic*

impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities and who have either an active Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) and are receiving special or early education intervention services.

FAMILY SIZE*	FAMILY MONTHLY INCOME
1 person	\$35,000 a year---<\$2,917/month
2 persons	\$40,000 a year---<\$3,333/month
3 persons	\$45,000 a year---<\$3,750/month
4 persons	\$50,000 a year---<\$4,167/month
5 persons	\$54,000 a year---<\$4,500/month
6 persons	\$58,000 a year---<\$4,833/month

**Family Size is determined by the total number of children and adults in the household. Parents must provide the full names of each adult in the household and the names, gender and birthdates of the children in the household.*

3. Category Three: Families currently receiving state aid, this includes but is not limited to CalFresh, WIC, or Snap Benefits.
 - a. Families will receive up to 15% subsidized care while receiving benefits.
 - b. Families are required to submit any changes to benefits immediately to PRCS staff.

Enrollment Application Process

Families requesting subsidized childcare are required to complete the PRCS Subsidized Childcare Application. This application is reviewed by PRCS staff and does not guarantee enrollment into recreation programs. Once PRCS staff has determined the application is completed, staff will contact parent or guardian for appropriate documentation. Documentation may include:

- Referral from Child Protective Services (CPRS) or other Social Services Agencies
- Referral from unhoused shelter or housing department
- Tax documents verifying income
- 2 most recent pay stubs
- County or State aid forms (CalFresh, WIC, Snap Benefits, etc.)
- Medical Records regarding child's exceptional needs

RCS Manager will meet with parents or guardians to review application and documents to ensure families are placed into the correct categories. Once families have been placed into the appropriate category, families will receive confirmation of enrollment into recreation program(s). PRCS staff will check in with subsidy participants via phone or in-person quarterly to ensure all information is current and correct.

Please allow up to **3-5 business days** for staff to review applications. Once staff have reviewed and determined the application is complete in full, staff will contact families for further documentation and meeting date.

Families are required to submit any changes to the below within **15 days** of the changes. Failure to report changes will result in the loss of enrollment and may prevent further enrollment into recreation programs.

- Any changes to income, examples include:
 - Loss of employment
 - New employment
- Any changes to referral services, examples include:
 - Child Protective Services (CPS)
 - Social Services
- Any changes to housing, examples include:
 - No longer requiring shelter stay
 - No longer experiencing homelessness
- Any changes to County or State benefits, examples include:
 - New benefits
 - Expiration of benefits

Attendance Policy

Participants receiving subsidized care are required to attend 80% of the program month. Attendance is tracked via daily sign-in sheets. In the event of an emergency or extended absence families are required to inform PRCS staff.

Termination of Subsidized Care Due to Failure to Comply with Program Rules

Any parent or guardian who knowingly provides fraudulent or incomplete information to establish eligibility or who fails to report changes in income or other relevant information will be immediately terminated from the program.

Parents will be notified of program termination via email and phone. Parents may request a meeting with PRCS staff to review termination; however, this does not guarantee re-enrollment or reversal of termination decision.

Other grounds for termination from the PRCS Childcare Subsidy Program may include, but are not limited to:

- Parents fail to provide current and correct information at the time of enrollment or re-enrollment
- Parents fail to complete or sign enrollment application in full
- Parents fail to report changes in income, housing, or other areas of care
- Family income exceeds Los Angeles County Lowest Gross Income (>85%)
- Family fails to comply with PRCS program code of conduct (see attached)
- Failure to attend program 80% of the month

Application for Other PRCS Programs

Each Youth and Teen Program will require an application and review process. Applications do not carry over to multiple programs, and approval in one program does not guarantee enrollment into other programs. Currently, subsidy programs are only intended for Youth and Teen Programs.

Culver City Afterschool Recreation Program Overview

Culver City Parks, Recreation and Community Services offer afterschool childcare to those TK-5th grade. There are 4 elementary schools that are serviced:

- El Marino Elementary School
- El Rincon Elementary School
- Farragut Elementary School
- Linwood E. Howe Elementary School

The program is offered on all CCUSD instructional days beginning at dismissal until 6pm. CCARP provides a safe and fun environment for students, while promoting socialization, creativity, and new friendships.

CCARP Registration

Registration is done monthly, and families enrolled will receive priority for the following month. Parents will receive reminder emails on upcoming payment due dates, as well as reminders for the following school year registration. Registration for the upcoming month is due between the **15th and 20th** of each month. In the event you fail to register your child(ren) your space will be lost and you will need to re-enroll or be added to the waitlist.

CCARP Fees

CCARP fees are calculated by the number of weeks in the month, with each week beginning Monday and ending Friday. Fees are predetermined based on the 2026 City Council Adopted Fee Schedule. Payments are due between the **15th and 20th** of each month for the next month.

- Culver City Residents: \$91 per week
- Non-Residents: \$102 per week
- Additional Child Discount: \$10 per week discount

Additional programs will be considered if funding is available.

Closing

This parent handbook has been provided to inform you of the policies and procedures of the Culver City Parks, Recreation and Community Services Department Childcare Subsidy Program. Your enrollment is not complete and will not be approved until you submit a signed acknowledgement (available on the following page) confirming that you received, read and understand this parent handbook.

If you have any questions regarding the Childcare Subsidy Program, please contact the Youth and Teen Supervisor.

Parent Handbook Receipt

The Culver City Parks, Recreation and Community Services Department Childcare Subsidy Program Handbook contain important eligibility requirements, required documents and payment information. Please review the handbook in its entirety and sign this form.

Enrollment will not be complete until this form is signed and returned to the Youth and Teen Supervisor.

Participant Acknowledgement

By signing below, I acknowledge receipt of the Culver City Parks, Recreation and Community Services Department Childcare Subsidy Program Handbook. I agree to make myself familiar with its contents and pursue clarification of any questions I might have and adhere to all rules and application requirements.

Parent Signature

Date

