---------- KEEP THIS PAGE FOR YOUR RECORDS----------

►We offer two grants for Early Child Care and Education assistance; the first is Carl Perkins Dependent Care Services (DCS). This grant is for Professional Technical majors. It is a reduced tuition slot. The second grant is Child Care Means Access in School (CCAMPIS). It is a sliding scale tuition slot. If you receive a DCS child care slot, you are responsible for paying $35.00 a week per child for 16 weeks. Cost for the entire semester is $560.00. If you receive a CCAMPIS child care slot, you are responsible for paying $25.00 or $35.00 a week per child for 16 weeks. Cost for the entire semester ranges from $400.00 - $560.00. The registration fee for the semester for both is $36.00. You will be notified of tuition and due dates when you are notified regarding your acceptance. Payments may be made in three installments. **Get out of line and get on-line!** Pay your child care services on-line. Visit the Alamo Colleges Virtual Business Office. Go to http://alamo.edu/district/virtual-business-office/

DCS - $35/WEEK	***AMOUNT DUE FOR SEMESTER***	
1ST PAYMENT & REGISTRATION FEE	*$186.67 + $36.00 = $222.67*	
2ND PAYMENT	*$186.67*	
3RD PAYMENT	*$186.66*	
CCAMPIS - $25 OR $35/WEEK	***$25.00/WEEK***	***$35.00/WEEK***
1ST PAYMENT &REGISTRATION FEE	*$133.33 + $36.00 = $169.33*	*$186.67 + $36.00 = $222.67*
2ND PAYMENT	*$133.34*	*$186.67*
3RD PAYMENT	*$133.33*	*$186.66*

►Helpful Hints:

To register for classes, Log in to ACES on http://alamo.edu/sac Type in your user name and password.

To print your *Concise Student Schedule*, go to *Student* tab on ACES. Click on *Web Services*, then click *Student and Financial Aid*. Click *Registration* and then *Concise Student Schedule*. Under term, select appropriate term, and then *Submit*.

To print your *Account Summary*, go to *Student* tab on ACES. Click on *Web Services*, and then click *Student and Financial Aid*. Click on *Student Account*, and then click *Account Summary*.

To print your *Financial Aid Award History*, go to *Student* tab on ACES. Click on *Web Services*, and then click *Student and Financial Aid.* Next, click on *Financial Aid* tab. Click on *Award*, and then click *Award History*.

To obtain your current degree plan, please see an academic counselor. If you are an Associate of Applied Science major or seeking a certificate in an AAS program, your degree plan must be signed by an advisor from the specific department of your major. If you are an Associate of Arts major, an Associate of Science major or an Associate in Arts in Teaching major, you must also be advised by a faculty member in the department that represents your area of concentration. For those of you who are Associate in Arts with a concentration in Liberal Arts, it's best for you to see a counselor at the counseling center. The degree plan will indicate courses you have completed along with grades, courses in which you are currently enrolled, and your plans for courses you plan to take in future semesters.

►*Please note:* Placement in child care slots is dependent upon availability in specific age groups and availability of Carl Perkins (DCS) and CCAMPIS funds. This does not guarantee a child care slot. Your application will be reviewed.

►You must provide proof ***upon admission*** to the center of the following for your child(ren):

1. Updated proof of immunization record.
2. Proof of physical within past six months.

►Beginning Spring 2012, a new state law requires some students show evidence of receiving a bacterial meningitis vaccination. For more information, visit Admissions on-line. Go to http://alamo.edu/district/ Then, click on Bacterial Meningitis Vaccinations.

ALAMO COLLEGES

SAN ANTONIO COLLEGE

DEPARTMENT OF EARLY CHILDHOOD STUDIES

Hours of Operation: Monday – Friday from 7:30 a.m. – 4:30 p.m.

CHILD CARE AND EDUCATION APPLICATION * REDUCED OR SLIDING SCALE TUITION SLOTS**

CRITERIA:

1. Students must be enrolled for at least 6 hours in the Spring/Fall. Your major must be verified so be sure that it is current. We can provide the necessary major change form if you need one. Students who are taking at least 6 hours a week of Basic Skills (ESL, GED) or classes through Continuing Education may also qualify.

2. Student must be eligible to receive State needs-based funds (**such as one of the following:** Pell Grant, SEOG, TANF, Lone Star card, WIC or Medicaid... **student must provide documentation).**

3. Student must be in good academic standing at the conclusion of the current semester (minimum overall 2.0 G.P.A.).

4. **Student must submit with this application a copy of the most current income tax return form.** If you do not have an income tax return form, you must submit your household income tax return form. **If you are not a U.S. citizen, you must provide a copy of your visa.**

5. **Student must submit with this application a copy of current degree plan signed by an academic advisor.** Please make sure you are enrolled in classes on your degree plan. See page 1 for more information.

6. **Slots fill up quickly so please do not wait until the last minute to turn in your completed application. Classroom placement begins mid July for the Fall semester and the first week in December for the Spring semester.**

7. Students **must** attend three (3) Parenting Workshops in each semester for which they receive funding. Workshops will be held through San Antonio College and *Precious Minds New Connections.* Failure to attend will result in forfeiture of slot for at least one semester.

8. ***APPLICATIONS MUST HAVE ALL REQUIRED DOCUMENTATION TO BE ACCEPTED***. This includes: Financial Aid Award History, Concise Student Schedule, Account Summary, and Income Tax Return. If you do not receive financial aid, copies of Medicaid Form, WIC card or Lone Star cards must to be included with your application.

CHECKLIST: ***(See page 1 for specific instructions).***

____ 1. Register for classes through ACES. _____ 2. Print and attach your *Concise Student Schedule*. ____ 3. Pay your tuition bill. Print and attach a copy of your *Account Summary* **and** a copy of your *Financial Aid Award History.* ____ 4. If you do not receive Financial Aid, please turn in copies of **one** of the following: WIC card, Lone Star Card **or** Medicaid form. _____5. Attach a copy of your most recent income tax return. _____6. Attach a copy of your current degree plan. ***Note: We have computers and a printer available in ECSB Room 204. It requires a go-print card. Go-print cards can be purchased for $1.00 (accepts dollar bills) in ECSB Room 204. Each document is 10 cents per page. Also, we have a copier in ECSB Room 215 to make copies of your documents. Each copy is 10 cents per page.***

Return application in person to: Ms. Norma Padilla - San Antonio College Department of Early Childhood Studies - ECSB Room #208 – Phone # (210) 486-0500

PLEASE NOTE: PLACEMENT IN CHILD CARE SLOTS IS DEPENDENT UPON AVAILABILITY OF SLOTS IN SPECIFIC AGE GROUPS AND UPON AVAILABILITY OF CCAMPIS AND CARL PERKINS FUNDS. THIS DOES NOT GUARANTEE A CHILD CARE SLOT. YOUR APPLICATION WILL BE REVIEWED.

SAN ANTONIO COLLEGE DEPARTMENT OF EARLY CHILDHOOD STUDIES
Application for Child Care Services
[Please print clearly and fill out entire application.]

Name_____ Date_____
Address_____
(Street) (Apt#) (City) (Zip Code)

Banner ID#_____ Birth date_____
Home Phone #_____ Cell phone #_____ Work # _____
Emergency phone # _____Name_____Relationship_____
Email address:_____
Number of children needing Child Care _____ Number of Minor Children in Family _____

Child's Name	Birth date	Age

Is child(ren) toilet ready? ( ) Yes ( ) No Is child(ren) Walking? ( )Yes ( ) No
Does the child have Special Needs? ( ) Yes ( ) No If yes, please explain:_____
Have you applied for Pell Grant*? ( ) Yes ( ) No *If yes, have you received Notification of Award? ( ) Yes ( ) No
*Are you receiving **TANF** ( ) Yes ( ) No **Lone Star Card** ( )Yes ( )No **WIC** ( )Yes ( ) No **Medicaid** ( )Yes ( )No
Other _____*Please provide documentation if you are receiving financial assistance.

Marital Status:(***Circle One***:) Single Married Separated Divorced

What is your major?_____ Are you a U.S. citizen? ( ) Yes ( )No

For grant purposes, please tell us your ethnicity? Please circle: Hispanic White Black Asian
American Indian/Alaskan Native International Other: _____

How many people live in your household? _____ What is your yearly income?_____
Please provide your current income tax return form or household income tax return form.

How many hours will you enroll in this semester?_____ How will you be paying for your college tuition?_____

Indicate semesters for which you are seeking assistance:_____

Do you have a college degree? _____Yes _____ No If yes, in what field and from what college? _____
Are you employed full-time by Alamo Colleges? ____ Yes ____ No

Do you prefer an on-campus slot or an off-campus slot? _____ **(Off-campus slots must be at a NAEYC accredited center. You must pick a child care center from our list. A list will be provided to you when you are approved for a slot.)**
Have you primarily devoted yourself to make a home and been left alone because of separation/divorce, death or an absent spouse (displaced homemaker)? _____Yes _____No

Have you worked primarily in the home and need to develop marketable skills (homemaker)?_____Yes _____No

Are you a person who is unmarried or legally separated and has sole or joint custody of minor children (single parent)?
_____Yes _____No
Are you a person who is unmarried or legally separated and is pregnant? _____ Yes _____ No
Have you been in the foster child system? _____ Yes _____ No. _____.

Do you have a physical disability? Please explain _____.

Are you presently enrolled or do you plan to enroll in ESL (English Second Language) classes or have you attended high school ESL classes in the past year? _____Yes _____No

EARLY CARE AND EDUCATION INFORMATION:

*In order for your application to be accepted, you must include your *Financial Aid Award History* from ACES, a copy of your *Account Summary* from ACES, a copy of your *Concise Student Schedule* from ACES, a *current income tax return and a copy of your current degree plan (signed by academic advisor)*. If you do not receive financial aid, please submit a copy of Medicaid form, WIC **or** Lone Star Card. If you are a non-citizen, a copy of immigrant visa must be included.

*Your eligibility for early care and education is dependent on your enrollment in at least six (6) college credit hours per semester. You must inform the department and center immediately if you drop a course. If you fail to let the department know when you drop a course, your child care will be forfeited. Any student that drops below six (6) hours will be required to pick up additional college hours thru the flex-term semester. If you drop a class after the flex term semester has begun, then your child care will be forfeited. If you drop a class after the drop date, then your child care will be forfeited. No exceptions will be made.

*If your GPA is below 2.0 for the current semester, you will be given the opportunity to raise your GPA and must show that you have made an effort to raise your GPA. Ways to do this include: getting a tutor, using the SLAC lab or attending Basic Skills classes. Your GPA will be monitored and your child care status will be determined for the following semester. Your GPA must go up to be eligible for child care services.

*You must attend three (3) Parenting Workshops each semester. These workshops will be held through San Antonio College and *Precious Minds New Connections*. Your child care eligibility will be determined based on your attendance of these workshops. You must attend three workshops per semester to be eligible for child care services.

*If you are selected for child care: *you will be notified by phone.* If you are unavailable to be contacted through the phone number on your application, it will be your responsibility to call the Department of Early Childhood Studies (210) 486-0500 to find out your child care status.

*If you receive a DCS slot, the child care tuition is $560.00 for the semester. Tuition and registration fees are **due on the Friday before the semester begins at 12:00 noon.** The child care registration fee is $36.00. Three installment payments are available. Each installment payment is $186.67.

*If you receive a CCAMPIS slot, the child care tuition for the semester is $400.00 or $560.00 based on your income. Tuition and registration fees are **due on the Friday before the semester begins at 12:00 noon.** The child care registration fee is $36.00. Three installment payments are available. Each installment payment is $133.34 **or** $186.67. You will be informed of which payment you will pay when you are notified of your child care status.

*You will be required to have a parent/teacher conference with your child's teacher before the end of the semester. The teacher will give you a signed paper indicating that the conference has been completed. Please turn in to Norma Padilla in room 208.

*You must present proof ***upon admission*** to the center of the following for your child(ren):

1. Updated proof of immunization record.
2. Proof of physical within past six months.

If these items are not turned in by given deadline, your child will not be able to begin child care. All paperwork must be turned in by given deadline or childcare may be forfeited by center director.

*Returning students must submit a *Renewal Form* for the spring semester and must meet the following requirements:

a. Submit a copy of *Concise Student Schedule, Financial Aid Award History and Account Summary*.
b. Be enrolled for at least six (6) hours for the semester.
c. Must be in good academic standing at the conclusion of the current semester (see above notes regarding GPA)
d. Must attend three (3) parenting workshops through San Antonio College and *Precious Minds New Connections* each semester.

***ALL STUDENTS MUST RE-APPLY FOR CHILD CARE SERVICES EACH FALL SEMESTER.**

*If you do not receive a slot and you are on the waiting list, you must submit a Concise Student Schedule, Financial Aid Award History, and Account Summary for the next semester. This is necessary to keep our records current.

*The DCS and CCAMPIS grant is offered to low income students of San Antonio College. If student leaves San Antonio College, even to transfer to another institute of higher education, child care slots become available to students on waiting list.

Please sign to indicate you have read and understand the above. I certify that the information provided in this application is accurate.

_____ _____

Signature Date