



FOR OFFICE USE:

Date and time received: _____

Initials: _____

SPRING 2021 --Slots will be for OFF CAMPUS ONLY
Child Care Assistance Application for Reduced Tuition

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH APPLICATION TO BE REVIEWED.

- **Register** for **NINE** credit hours.
- Your home campus and enrollment must be at San Antonio College.
- Your current major will be verified.

1. Register

- **If you receive financial aid:**
 - Print and attach **Financial Aid History** for **current term**.
 - To print your **Financial Aid Award History**, choose **Student** tab on ACES. Click **Web Services -> Financial Aid -> Award -> Award History**.
- **If you do not receive Financial Aid:**
 - Pay your college tuition. You can pay your tuition with one the following forms of payment: credit/debit card, cash, check or installment payment. Print and attach a receipt to show payment. **AND** Attach proof of **one of the following:** Pell Grant, SEOG, Lone Star card, WIC or Medicaid. Student must be eligible to receive State needs-based funds.

2. Pay & Proof of Financial Aid

- Print and attach **Concise Student Schedule**, choose **Student** tab on ACES. Click **Web Services -> Student -> Registration->Concise Student Schedule**. Under term, select appropriate term.

3. Concise Student Schedule

- Print and attach your **Account Summary** by term, go to **Student** tab on ACES. Click **Web Services -> Financial Aid -> Award-> Account Summary by Term**.

4. Account Summary

- This is a reduced tuition program. It is for low income students.
- Attach a copy of your most recent household **income tax return**. Student must submit a copy of last year's income tax return.
- If you do not have an **individual** income tax return, then submit your **household** income tax return form.
- If you are not a U.S. citizen, you must provide a copy of your visa.

5. Income Tax Return

- **Attach a degree plan with COURSES and GRADES you have completed; courses you are currently enrolled; and courses you plan to take in future semesters.**
- To obtain your current degree plan, please see an academic advisor.
- Your degree plan must have your advisor's signature, current date and phone number.

6. Degree Plan*

Instructions for submitting Child Care Assistance Application and documentation via email:

You can submit Child Care Assistance Application and required documentation to Norma Padilla via email to: npadilla@alamo.edu
When submitting via email, please submit all documents in one Adobe PDF attachment. Pictures (jpgs) will not be accepted.
If you don't have a scanner, consider adding Adobe Scan mobile app on your phone or tablet.
For more information, go to: <https://acrobat.adobe.com/us/en/mobile/scanner-app.html>

Location:

San Antonio College Early Childhood Studies Building (ECSB) – 2ND Floor
210 W. Ashby • San Antonio, TX 78212 • Phone No. (210) 486-0500 or (210) 486-0530
Hours of operation for on-campus child care: Monday thru Friday 7:30 am – 4:30 pm

Child Care slots are not guaranteed. Slots are dependent upon availability of grant funds.

CHILD CARE APPLICATION FOR REDUCED TUITION SPRING 2021

FOR OFFICE USE:

Date and time received: _____

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All questions contained in this application are strictly confidential for grant qualifications and will become part of your child care record. **Please print clearly and fill out entire application.**

COLLEGE STUDENT INFORMATION

Date: _____

Name (First, M.I. Last): _____ Male Female Date of Birth: _____

Marital status: Single Partnered Married Separated Divorced Widowed

Address (Street)(Apt#)(City)(ZipCode) _____ Banner ID _____

Alamo Aces Email Address: _____ College Major _____

Ethnicity Hispanic White Black Asian American Indian/Alaskan Native International Other _____

Cell phone number _____ Other phone number _____

Whom may we call in case of an emergency?
Name _____ Relationship _____ Phone No: _____

Do you receive Lone Star Card benefits? Yes No Medicaid benefits? Yes No Women, Infant and Children (WIC) benefits? Yes No

What is your anticipated date of graduation? _____ Do you receive any other financial assistance? Yes No

If yes for other financial assistance, for example, disability. Please explain. _____

Are you on active duty or veteran in the Military? Yes No

Is your spouse active duty or a veteran in the Military? Yes No

Are you a U.S. Citizen? Yes No

If you are not a U.S. citizen, please provide us a copy of your visa.

Are you presently enrolled or plan to enter in ESL (English as a Second Language) classes or have attended high school ESL classes in the past year? Yes No

Do you have a college degree? Yes No If yes, in what field and what college? _____

Are you employed full-time by Alamo Colleges? Yes No

Number of children needing child care? _____ Number of minor children in family? _____ How many people live in your household? _____

How did you hear about the SAC Early Childhood Center? _____ What is your yearly household income? _____

Do you prefer on-campus placement (at SAC) Yes No

Or if grant funds available, an off-campus center placement Yes No

Off campus slots must be at a nationally accredited center. An approved list of centers will be provided to you. You will call centers for availability when you are approved for Child Care assistance.

Have you applied for the Pell Grant/Financial Aid? Yes No
If yes, have you received Notification of the Pell Grant Award/Financial Aid? Yes No
Do your parent(s) support you financially? Yes No

CHILD(REN) INFORMATION

1. Child's (First, M.I. Last): _____ Name _____ Date of Birth: _____ Age: _____

Does the child have a special diet due to allergies, medical need or religious beliefs? Yes No If yes, please explain. _____

Toilet Ready? Yes No Walking? Yes No Male Female

Does the child have special needs or take special medications? Yes No If yes, please explain. _____

2. Child's (First, M.I. Last): _____ Name _____ Date of Birth: _____ Age: _____

Does the child have a special diet due to allergies, medical need or religious beliefs? Yes No If yes, please explain. _____

Toilet Ready? Yes No Walking? Yes No Male Female

Does the child have special needs or take special medications? Yes No If yes, please explain. _____

3. Child's (First, M.I. Last): _____ Name _____ Date of Birth: _____ Age: _____

Does the child have a special diet due to allergies, medical need or religious beliefs? Yes No If yes, please explain. _____

Toilet Ready? Yes No Walking? Yes No Male Female

Does the child have special needs or take special medications? Yes No If yes, please explain. _____

Grant Information and Student Consent

Please **initial** that you have read, understand, and agree to the following:

- Classroom placement begins the first week in December for the Spring semester and the first week of August for the Fall semester. Summer placement begins in May. Depending on grant funds, placement will be for on or off campus slots. *Child Care slots are not guaranteed. Slots are dependent upon availability of grant funds.*
- Priority deadline for Spring 2021 is December 2, 2020.** *Slots fill up quickly so please do not wait until the last minute to turn in your completed application.*
- All students must re-apply for services by submitting a child care application with required documentation each Fall semester.** Returning students requesting services must submit a **Renewal Form** with required documentation each spring and summer semesters.
- If you did not receive a slot last semester and are on the waiting list, you must submit a current Degree Plan, a Concise Student Schedule, Financial Aid Award History, and Account Summary for semester you are seeking services. This is necessary to keep our records current.
- The child care grant is offered to low income students of San Antonio College. If a student leaves SAC, even to transfer to another college, child care slots become available to qualified students on the waiting list.
- I understand this is not free child care, but it is substantially reduced. I am responsible for paying \$15.00 or \$20.00 a week for 16 weeks. This fee is based on my income. My cost for the entire semester is \$240.00 or \$320.00. The registration fee per semester is \$40.00 per child. There is an option to pay for entire semester or make installment payments. You will be notified of tuition payments and due dates when you are notified regarding your acceptance. Off campus students are to check with off-campus sites for the registration fee. **Registration fees for off campus centers vary.**
- Updated proof of immunization record and a physical exam within the past six months will be requested when approved for child care assistance.
- You will be notified by email if you receive the grant. If you do not receive an email, it will be your responsibility to contact Norma Padilla at npadilla@alamo.edu to find out your child care status.
- SAC ECC is open from 7:30 am – 4:30 pm. Arrival times for children is 7:30 am – 8:45 am. Pick-up time is no later than 4:30 pm. If you pick up child after 4:30 pm, late fees are applied. **Arrival and pick-up times for off campus centers vary.**
- I understand that if I do not meet all the program requirements by the given due dates, I will NOT receive child care funds. I will pay the child care center my balance due. I further agree to inform the Early Childhood Center if my status as a student changes.

Receipt of the above information completes the application process. Incomplete applications will not be placed on the waitlist for placement and funding.

Student signature: _____ Date: _____

WHAT ARE MY RESPONSIBILITIES TO MAINTAIN CHILD CARE?

Parent Workshops

- Students must attend **three (3)** Parenting Workshops each Fall and Spring semesters through San Antonio College. Students attending in summer are required to attend one (1) workshop. Failure to attend will result in forfeiture of slot for at least one semester.

Enrollment & Financial Aid

- You are required to maintain enrollment in **nine (9)** credit hours each fall and spring semesters. Students attending Summer I and Summer II classes are required to maintain enrollment of nine (9) credit hours. If student is attending one session (Summer I or Summer II) then six (6) hours are required. If you drop below the requirement, your child care will be forfeited. No exceptions will be made.
- You must be eligible to receive state-needs based funds such as Pell grant, SNAP, Lone Star, WIC or Medicaid.

Volunteer Hours

- Students are required to complete **four (4)** volunteer hours each fall and spring semester. Students attending in summer are required to complete one (1) volunteer hour. Please check with your child's teacher. If you are an off-campus student, check your email for due dates and instructions.

GPA

- Students must be in good academic standing at the conclusion of the current semester (**minimum overall 2.0 or higher GPA.**) Midterm grades will be checked. Your GPA will be monitored and your child care status will be monitored for the following semester. Your GPA must meet the 2.0 minimum to be eligible for child care assistance.

Parent/Teacher Conference

- You will be required to have a parent/teacher conference with your child's teacher each semester. The teacher will give you a signed paper indicating that the conference has been completed.

Attendance

- I understand my child is expected to attend child care a minimum of **thirty (30) hours per week** per five-day week.
- I understand that if my child will be absent, I will contact the center.
- I understand that if my child receives five unexcused absences, I will be suspended from childcare for three days. This means I will not be able to use the center for three consecutive school days.

Arrival & Pick-Up Times

SAC ECC IS OPEN FROM 7:30 AM – 4:30 PM.
ARRIVAL TIMES FOR CHILDREN IS 7:30 AM – 8:45 AM.
PICK UP TIME IS NO LATER THAN 4:30 PM. IF YOU PICK UP CHILD AFTER 4:30 PM, LATE FEES ARE APPLIED. ARRIVAL AND PICK-UP TIMES FOR OFF-CAMPUS CENTERS VARY.

SAMPLE RUBRIC

THIS IS SAMPLE RUBRIC IN WHICH YOUR APPLICATION IS SCORED.

<p>Progress on degree plan (includes pre-requisite developmental courses)</p> <p>(Banner screen: SFAREGQ)</p>	<p>Student is FTIC and is just beginning their plan AND all courses in which student is currently enrolled are listed on <u>signed</u> degree plan (exclude one credit hour P.E. course and ESOL courses) AND no developmental courses needed</p> <p>OR Course history shows that student is on track – all courses taken are on the submitted and <u>signed</u> degree plan (exclude one hour P.E. course) AND no developmental courses needed</p> <p>35 points</p>	<p>Student is FTIC and is just beginning their plan AND All courses in which student is currently enrolled are listed on <u>signed</u> degree plan (exclude one credit hour P.E. course and ESOL courses) BUT developmental courses needed</p> <p>OR Course history shows that student is on track – all courses taken are on the submitted and <u>signed</u> degree plan (exclude one credit hour P.E. course) BUT developmental courses needed</p> <p>25 points</p>	<p>Student has previous course credit that isn't part of their current, <u>signed</u> degree plan (exclude one hour P.E. courses and ESOL courses) Needs Developmental courses:</p> <p>15 points</p> <p style="text-align: center;">OR</p> <p>Doesn't need Developmental courses</p> <p>20 points</p>	<p>Student does not have a current, accurate, signed degree plan</p> <p>Not eligible for services</p> <p>NOTE: If you enroll for a course outside your degree plan, you must provide written justification from your advisor.</p>
Single parent status:	Single parent - 10 points			
Number of children applying for services:	3 or more children 10 points	2 children 5 points	1 child 1 point	
Number of credit hours enrolled Banner Screen: SFAREGQ	13+ hours 25 points	10-12 hours 20 points	9 hours 15 points	Fall/spring Less than 9 hours Summer I and II Less than 9 hours Summer I or Summer II Less than 6 hours Not eligible for services
Grade point average: Cumulative GPA is:	No previous college courses OR 3.0-4.0 GPA with no dropped courses Cumulative GPA Below 2.0 - Not eligible for services (Banner Screen: SHATERM) 20 points	2.0-3.0 with no dropped courses 15 points	2.0-4.0 at least one dropped course 10 points	Current GPA is: _____ Current GPA Below 2.0 - not eligible for services
Student is Military – Active duty, veteran, spouse of active duty	Yes 10 points	No 0 points		
Compliance with CCAMPIS Requirements:	No – new applicant OR Yes – and student parent completed required workshops; volunteer hours; teacher conference and survey; arrived on time and child attended 30 per week; if progress reports required they were submitted on time) 10 points	Yes – and student parent completed all requirements but work was turned <i>in late</i> (workshops; volunteer hours; teacher conference and survey; if progress reports required they were turned in late) 5 points	No – student parent did not complete all requirements (workshops; volunteer hrs; teacher conference and survey; did not submit progress reports, child did not attend 30 hrs per week or arrived late) Not eligible for services	
Low income students may qualify for services: Does student meet income criteria? Yes _____ Co-payment is: \$ _____ No _____ not eligible for services	Student is enrolled only in SAC classes: Yes _____ No _____ Not eligible for services	Student's home campus is SAC: Yes _____ No _____ not eligible for services	Does student receive Financial Aid or Pell Eligible? Yes _____ No _____ not eligible for services	Is there a paid receipt included with application? Yes _____ No _____ not eligible for services
Total Points:				Processed by:
Notes: Child care slots are not guaranteed. Slots are dependent upon availability of grant funds.				