EARLY CHILDHOOD CENTER ▪ Child Care Access Means Parents in School ▪ CCAMPIS
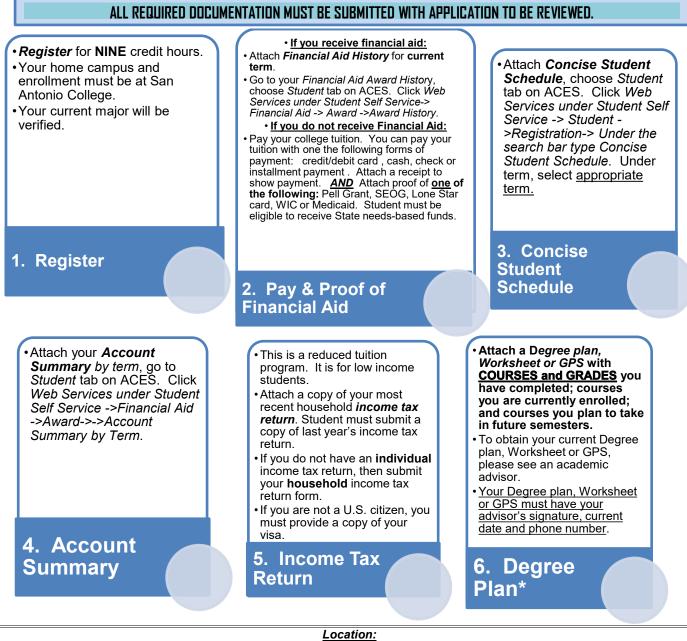**Child Care Assistance Application for Reduced Tuition**

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:**
- Attach *Financial Aid History* for **current term**.
- Go to your *Financial Aid Award History*, choose *Student* tab on ACES. Click *Web Services under Student Self Service-> 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 . 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

- Attach *Concise Student Schedule*, choose *Student* tab on ACES. Click *Web Services under Student Self Service -> Student ->Registration-> Under the search bar type Concise Student Schedule*. Under term, select appropriate term.

3. Concise Student Schedule

- Attach your *Account Summary* by term, go to *Student* tab on ACES. Click *Web Services under Student Self Service ->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 D*egree plan, Worksheet or GPS* 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, Worksheet or GPS, please see an academic advisor.
- Your Degree plan, Worksheet or GPS must have your advisor's signature, current date and phone number.

6. Degree Plan*

Location:
San Antonio College Early Childhood Center Building #52 (ECC)
Phone No. (210) 486-0518 or (210) 486-0530
Hours of operation for on-campus child care: Monday thru Friday 7:30 am – 4:30 pm

Instructions for submitting Child Care Assistance Application and documentation via email:
Child Care Assistance Application and required documentation must be submitted to Norma Padilla via email to: npadilla@alamo.edu
When submitting via email, please submit all documents in one Adobe PDF attachment.

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

CHILD CARE APPLICATON FOR REDUCED TUITION ▪ PLEASE PRINT CLEARLY AND FILL OUT ENTIRE APPLICATION.

All questions contained in this application are strictly confidential for grant qualifications and will become part of your child care record.
Child care services through CCAMPIS grant is offered to children of Parent or Legal Guardian that is enrolled at San Antonio College.

PARENT OR LEGAL GUARDIAN INFORMATION

Date: _____

| Name of Parent or Legal Guardian *(First, M.I. Last):* | ☐ Male ☐ Female | Date of Birth: |

Marital status: ☐ Single ☐ Partnered ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

| Address | Apt# | City, State | Zip Code | 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 | Women, Infant and Children (WIC) benefits? ☐ Yes | ☐ No |
| Medicaid 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.

What is the primary language you speak? _____
What are other languages you speak? _____
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
Please indicate semester in which you are seeking child care services ☐ Fall ☐ Spring ☐ Summer

CHILD(REN) INFORMATION

1. Child's Name: *(First, M.I. Last)* _____ 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* each box to indicate that you have read, understand, and agree to the following:

☐   Classroom placement begins the first week of August for the Fall semester and the first week of December for the Spring semester. Maymester/Summer placement begins in April/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.*

☐   *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 <u>Fall</u> semester.** Returning students requesting services must submit a *Renewal Form* with required documentation each **<u>spring</u>** and **<u>maymester/summer</u>** 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 in fall and spring semester. For summer, the number of weeks in a semester vary. The tuition fee is based on my income. My cost for the entire semester is $240.00 or $320.00 in fall and spring semesters. 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 <u>when approved</u> for child care assistance.

☐   You will be notified by Alamo Aces 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 – 8:30 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 pages 2 and 3 along with required documentation completes the application process. Incomplete applications will not be placed on the waitlist for placement and funding.

Child's Parent or Legal Guardian 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.

Volunteer Hours

- Students are requried 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.

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.

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.

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.

Attendance

- I understand my child is expected to attend child care a miminum 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 – 8:30 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 in which your application is scored.

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

Progress on degree plan (includes pre-requisite developmental courses) (Banner screen: SFAREGQ)	Student is FTIC and is just beginning their plan **AND** all courses in which student is currently enrolled are listed on signed degree plan (exclude one credit hour P.E. course and ESOL courses) **AND** no developmental courses needed **OR** course history shows that student is on track – all courses taken are on the submitted and signed degree plan (exclude one hour P.E. courses) **AND** no developmental courses needed **35 points**	Student is FTIC and is just beginning their plan **AND** all courses in which student is currently enrolled are listed on signed degree plan (exclude one credit hour P.E. course and ESOL courses) **BUT** developmental courses needed **OR** Course history shows that student is on track – all courses taken are on the submitted and signed degree plan (exclude one credit hour P.E. course) **BUT** developmental courses needed **25 points**	Student has previous course credit that isn't part of their current, signed degree plan (exclude one hour P.E. courses and ESOL courses) Needs Developmental courses: **15 points** **OR** Doesn't need Developmental courses **20 points**	Student does not have a current, accurate, signed degree plan **Not eligible for services** **NOTE: If you enroll for a course outside your degree plan, you must provide written justification from your advisor.**
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:** _____ **Cumulative GPA Below 2.0 - Not eligible for services** *(Banner Screen: SHATERM)*	No previous college courses **OR** 3.0-4.0 GPA with no dropped courses **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 requirements but work was turned *in late* (workshops; volunteer hours; teacher conference and survey; if progress reports required they were turned in late) **5 points**	No – student parent did not complete requirements (work-shops; volunteer hours; teacher conference and survey; if progress reports required they were not received or student parent did not meet academic or attendance expectations, child did not attend 30 hours per week, child 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 or 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:				