ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

---------- **KEEP FOR YOUR RECORDS**----------

►We offer two grants for Early Child Care and Education scholarship assistance for children; the first is Carl Perkins Dependent Care Services (DCS). This grant is for Professional Technical Education majors.
The second grant is Child Care Access Means Parents in School (CCAMPIS), which is available to all majors. If you receive a child care slot, you are responsible for paying $25.00 or $35.00 a week per child for 16 weeks. This fee is based on your income. Your cost for the entire semester is $400.00 - $560.00, depending on your income. The registration fee for the semester for each child scholarships is $40.00. You will be notified of tuition and payment 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/

FALL PAYMENT SCHEDULE:

DCS & CCAMPIS - $25 OR $35/WEEK	***$25.00/WEEK***	***$35.00/WEEK***
1ST PAYMENT &REGISTRATION FEE	*$125.00 + $40.00 = $165.00*	*$175.00 + $40.00 = $215.00*
2ND PAYMENT	*$125.00*	*$175.00*
3RD PAYMENT	*$150.00*	*$210.00*
SEMESTER COST TO STUDENT	*$440.00*	*$600.00*

►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 by term*, 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 by term*.

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*.

►Include a degree plan that indicates courses you have completed along with grades; courses in which you are currently enrolled; and the courses you plan to take in future semesters. To obtain your current degree plan, please see an academic advisor. Your degree plan must be signed and dated by an advisor. Include a phone number for your advisor.

- If you are an **Associate of Applied Science** major or seeking a certificate in an AAS program, see 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, get advised by a faculty member in the department that represents your area of concentration.
- If you are Associate in Arts with a concentration in **Liberal Arts**, you must see a counselor at the counseling center.

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

►*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 application does not guarantee a child care slot. Your application will be reviewed and scored and you will be notified.

►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 a physical exam within the past six months.

►A state law requires some college students show evidence of receiving a bacterial meningitis vaccination. For more information, visit Admissions on-line.

►We will be using a rubric to qualify students to our program. See page 6 for sample of rubric. We will look at criteria such as number of hours enrolled, grade point average and progress toward your goal of graduating.

►If you need assistance completing the application, our staff are ready and willing to help you! Contact Norma Padilla at (210) 486-0500.

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

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

DEPARTMENT OF EARLY CHILDHOOD STUDIES

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

CHILD CARE AND EDUCATION APPLICATION

CRITERIA:

1. Student must be enrolled for at least nine credit hours. Your home campus and enrollment must be San Antonio College. Your major will be verified to make sure that it's current. We can provide the necessary major change form if you need one. Students who are taking at least nine credit hours a week of Basic Skills (ESL, GED) may also qualify. The more hours in which you are enrolled, the better your chances are to receive the scholarship (please see rubric on p.7).

2. Student must be eligible to receive State needs-based funds (**such as one of the following:** Pell Grant, SEOG, 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 or higher 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 individual 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 only 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 in July for the Fall semester and the first week in December for the Spring semester. Priority deadline for fall is June 19th at 12:00 noon.** ***Summer childcare*****:** ***We have a limited number of slots off campus. Priority deadline for summer is May 2nd at noon.***

7. Students **must** attend three (3) Parenting Workshops on campus each semester. 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. Students are required to complete four (4) volunteer hours in their child's classroom each semester, and have a progress meeting with their child's teacher.

8. ***APPLICATIONS MUST HAVE ALL REQUIRED DOCUMENTATION TO BE ACCEPTED***.

REQUIRED DOCUMENTS 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 signed and dated copy of your current degree plan.

Note: We have computers and a printer available in ECSB Room 204. The printer 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.

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

***PLEASE NOTE*: PLACEMENT IN CHILD CARE SLOTS IS DEPENDENT UPON AVAILABILITY OF SPACE 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 AND YOU WILL BE CONTACTED.**

[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 **Lone Star Card** ( )Yes ( )No **WI**C ( )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?_____ Is this your first time attending college? ( ) Yes ( ) No

Are you a U.S. citizen? ( ) Yes ( )No If not a U.S. citizen, please provide a copy of your visa.

For grant purposes, please tell us your ethnicity? Circle one: 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

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

Do you prefer an on-campus slot or an off-campus slot? _____ **(Off-campus slots must be at a nationally 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

What is your mother's highest level of education completed? Circle one: Less than high school, High School/GED, Some college, Associate degree, Bachelor's degree, Master's degree, Ph. D., Unknown.

What is your father's highest level of education completed? Circle one: Less than high school, High School/GED, Some college, Associate degree, Bachelor's degree, Master's degree, Ph. D., Unknown.

Are you active duty or veteran in Military? __Yes __ No
Is your spouse active duty or veteran in Military? __ Yes __ No

---

EARLY CARE AND EDUCATION INFORMATION:

*Your eligibility for early care and education is dependent on your enrollment in at **least nine 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 who drops below nine 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 can be made.

*Midterm grades will be checked. 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 are required to attend three (3) Parenting Workshops each semester. These workshops will be held through San Antonio College and *Precious Minds New Connections*. Your future child care eligibility will be determined based on your attendance.

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

*You are required to complete four (4) hours in the Parent Participation Program in your child's classroom.

*If you are selected for a child care scholarship: *you will be notified by phone.* If you do not receive a phone call or are unavailable to be contacted through phone, 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 or CCAMPIS slot, the child care tuition for the semester is $400.00 or $560.00 (depending on your income). The initial tuition payment and registration fees are **due on the Friday before the semester begins at 12:00 noon.** The child care registration fee is $40.00. Three installment payments are available. See page 1 for tuition fees. 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.

*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 nine 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 parenting workshops through San Antonio College and *Precious Minds New Connections* each semester.
e. Volunteer for four hours in the Parent Participation program in my child's classroom.
f. Attend a scheduled parent/teacher conference with my child's teacher(s) at the end of each semester.

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

*If you do not receive a slot and 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 college, 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

ALAMO COLLEGES

SAN ANTONIO COLLEGE
Early Childhood Studies

This is a sample rubric in which your application is scored. The higher your score the better your chance for a scholarship for childcare.

SAMPLE

Progress on degree plan (includes pre-requisite developmental courses)	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 **40 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**
Number of credit hours enrolled	13+ hours **25 points**	10-12 hours **20 points**	9 hours **15 points**	Less than 9 hours **Not eligible for services**
Grade point average	No previous college courses OR 3.0-4.0 GPA with no dropped courses **15 points**	2.0-3.0 with no dropped courses **10 points**	2.0-4.0 with at least one dropped course **5 points**	Below 2.0 **Not eligible for services**
Student is Military – Active duty, veteran, spouse of active duty	Yes **10 points**	No **0 points**		
Continuing from previous semester	No – new applicant **OR** Yes – and student parent completed all requirements (workshops; observation hours; teacher conference) **10 points**	Yes – and student parent completed all requirements but work was turned *in late* (workshops; observation hours; teacher conference) **5 points**	Yes – but student parent did not complete all requirements (workshops; observation hours; teacher conference) **0 points**	