

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Name: S 33.0
Procedure Title: Ray Ellison Family Center Enrollment
Relevant Board Policy:
Originating Unit: Ray Ellison Family Center
Maintenance Unit: Vice President of Student Affairs

I. Purpose: The purpose of the Ray Ellison Family Center is to provide a high quality early childhood program that supports the growth, development, and education of children and their families as well as training for early childhood professionals within the wider San Antonio community.

II. Procedure Statement:

- A. Parents interested in enrolling children in Ray Ellison Family Center must pick up and fill out an enrollment packet, which is required by the Texas Department of Family and Protective Services (TDFPS), National Association for the Education of Young Children (NAEYC), and Family Service Association Head Start program. This packet consists of:
1. Enrollment information regarding child and family.
 2. Medical Information Form (child's physical form) completed and signed by a physician.
 3. Copy of Birth Certificate.
 4. Copy of Social Security Card.
 5. Copy of child's immunization record.
 6. Vision and Hearing Screening, (if applicable).
 7. Procure ID Codes Form.
 8. Child Nutrition Program Application.
 9. Parent's Class/Work Schedule.
 10. Developmental Information for Child.
 11. Confidentiality Agreement.
 12. Enrollment Agreement.

- B. Parents may apply for various grants and scholarships such as Child Care Access Means Parents in School (CCAMPIS), Carl Perkins, Texas Resources for Iraq-Afghanistan Deployment (TRIAD), Supplemental Educational Opportunity Grant (SEOG), etc. To do so, one must be Pell Grant eligible, attending classes at Palo Alto College, and the child must be enrolled and attending the Ray Ellison Family Center.
- C. Once the completed packet has been submitted and the parents pay a registration fee to guarantee the child's spot, the child may start school.

Issued:

February 16, 2011

Approved: Ana M. Guzman
President