



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.

• →DO YOU HAVE THE FOLLOWING REQUIREMENTS?  
• \_\_\_ YES OR \_\_\_ NO

- **Register** for **NINE** credit hours in Fall/Spring semesters. For summer, you must be registered for **SIX** credit hours.
- Your home campus and enrollment must be at San Antonio College.
- Your major must be current because it will be verified.

1. Register

• →DO YOU RECEIVE FINANCIAL AID?  
• \_\_\_ YES OR \_\_\_ NO

- **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

• →DID YOU ATTACH YOUR CONCISE STUDENT SCHEDULE?  
\_\_\_ YES OR \_\_\_ NO

- 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

• →DID YOU ATTACH YOUR ACCOUNT SUMMARY? \_\_\_ YES OR \_\_\_ NO

- 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

• →DID YOU ATTACH YOUR INCOME TAX (1040 FORM) ? \_\_\_ YES OR \_\_\_ NO

- Attach a copy of your most recent household **income tax return 1040 Form**.
- If you do not have an **individual** income tax return 1040 Form, then submit your **household** income tax return 1040 form.
- If you are not a U.S. citizen, you must provide a copy of your visa.
- This is a reduced tuition program. It is for low income students.

5. Income Tax Return

• →DID YOU ATTACH YOUR SIGNED DEGREE PLAN? \_\_\_ YES OR \_\_\_ NO

- Attach a **Degree 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

➡ DID YOU ANSWER YES TO THE ABOVE SIX QUESTIONS? IF YES, THEN YOU MAY PROCEED BY SUBMITTING APPLICATION WITH ALL REQUIRED DOCUMENTS. YOUR APPLICATION WILL BE REVIEWED. CHILD CARE SLOTS ARE NOT GUARANTEED. SLOTS ARE DEPENDENT ON AVAILABILITY OF GRANT FUNDS.

**Instructions for submitting Child Care Assistance Application and documentation:**

Child Care Assistance Application and required documentation must be submitted to Norma Padilla via email to: [npadilla@alamo.edu](mailto:npadilla@alamo.edu)  
When submitting, please submit all documents as Adobe PDF attachments.

San Antonio College Early Childhood Center Building #52 (SAC-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

# CHILD CARE APPLICATION 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.

<b>PARENT OR LEGAL GUARDIAN INFORMATION</b>		Date:	
Name of Parent or Legal Guardian (First, M.I. Last):	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: <input type="text"/>
Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Partnered <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed			
Address	Apt#	City, State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Banner ID		<input type="text"/>	
Alamo Aces Email Address: <input type="text"/>		College Major <input type="text"/>	
Ethnicity <input type="checkbox"/> Hispanic <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> International <input type="checkbox"/> Other <input type="text"/>			
Cell phone number <input type="text"/>		Other phone number <input type="text"/>	
Whom may we call in case of an emergency?			
Name	Relationship	Phone No: <input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Do you receive Lone Star Card benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No		Women, Infant and Children (WIC) benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Medicaid benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is your anticipated date of graduation? _____		Do you receive any other financial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes for other financial assistance, for example, disability. Please explain. <input type="text"/>			
Are you on active duty or veteran in the Military?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your spouse active duty or a veteran in the Military?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. Citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a college degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, in what field and what college? <input type="text"/>	
Are you employed full-time by Alamo Colleges? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of children needing child care? <input type="text"/>		Number of minor children in family? <input type="text"/>	
		How many people live in your household? <input type="text"/>	
How did you hear about the SAC Early Childhood Center? <input type="text"/>		What is your yearly household income? <input type="text"/>	
Do you prefer on-campus placement (at SAC) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Or if grant funds available, an off-campus center placement <input type="checkbox"/> Yes <input type="checkbox"/> 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?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, have you received Notification of the Pell Grant Award/Financial Aid?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do your parent(s) support you financially?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate semester in which you are seeking child care services <input type="checkbox"/> Fall <input type="checkbox"/> Spring			
		<input type="checkbox"/> Maymester <input type="checkbox"/> Summer	
<b>CHILD(REN) INFORMATION</b>			
1. Child's Name: <input type="text"/>			
(First, M.I. Last)		Date of Birth: <input type="text"/>	Age: <input type="text"/>
Does the child have a special diet due to allergies, medical need or religious beliefs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____			
Toilet Ready? <input type="checkbox"/> Yes <input type="checkbox"/> No		Walking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Does the child have special needs or take special medications? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____			
2. Child's (First, M.I. Last) Name: <input type="text"/>			
		Date of Birth: <input type="text"/>	Age: <input type="text"/>
Does the child have a special diet due to allergies, medical need or religious beliefs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____			
Toilet Ready? <input type="checkbox"/> Yes <input type="checkbox"/> No		Walking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Does the child have special needs or take special medications? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____			
3. Child's (First, M.I. Last) Name: <input type="text"/>			
		Date of Birth: <input type="text"/>	Age: <input type="text"/>
Does the child have a special diet due to allergies, medical need or religious beliefs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain. _____			
Toilet Ready? <input type="checkbox"/> Yes <input type="checkbox"/> No		Walking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Does the child have special needs or take special medications? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Fall semester.** Returning students requesting services must submit a **Renewal Form** with required documentation each **spring** and **maymester/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 you no longer qualify.
- 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 immunization record, a physical exam within the past six months and state-issued birth certificate will be required when approved 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](mailto: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
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# 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 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.

## Parent/Teacher Conference

- You will be required to have a parent/teacher conference with your child's teacher each semester.

## Enrollment & Financial Aid

- You are required to maintain enrollment of **nine (9)** credit hours each fall and spring semesters. Students attending Summer are required to maintain enrollment of **six (6)** credit hours. 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 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 – 8:30 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.

**THIS FORM WILL BE FILLED OUT BY OFFICE STAFF.**

<p><b>Progress on degree plan (includes pre-requisite developmental courses)</b></p> <p>(Banner screen: SFAREGQ)</p>	<p>Student is FTIC and is just beginning their plan <b>AND</b> 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) <b>AND no</b> developmental courses needed <b>OR</b> 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. courses) <b>AND no</b> developmental courses needed</p> <p><b>35 points</b></p>	<p>Student is FTIC and is just beginning their plan <b>AND</b> 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) <b>BUT</b> developmental courses needed <b>OR</b> 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) <b>BUT</b> developmental courses needed</p> <p><b>25 points</b></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><b>15 points</b></p> <p style="text-align: center;"><b>OR</b></p> <p>Doesn't need Developmental courses</p> <p><b>20 points</b></p>	<p>Student does not have a current, accurate, signed degree plan</p> <p><b>Not eligible for services</b></p> <p><b>NOTE: If you enroll for a course outside your degree plan, you must provide written justification from your advisor.</b></p>
<p><b>Single parent status:</b></p>	<p>Single parent - <b>10 points</b></p>			
<p><b>Number of children applying for services:</b></p>	<p>3 or more children</p> <p><b>10 points</b></p>	<p>2 children</p> <p><b>5 points</b></p>	<p>1 child</p> <p><b>1 point</b></p>	
<p><b>Number of credit hours enrolled</b></p> <p><b>Banner Screen: SFAREGQ</b></p>	<p>13+ hours</p> <p><b>25 points</b></p>	<p>10-12 hours</p> <p><b>20 points</b></p>	<p>9 hours</p> <p><b>15 points</b></p>	<p>Fall/spring Less than 9 hours Summer I and II Less than 9 hours Summer I or Summer II Less than 6 hours</p> <p><b>Not eligible for services</b></p>
<p><b>Grade point average:</b></p> <p><b>Cumulative GPA is:</b></p> <p><b>Cumulative GPA Below 2.0 - Not eligible for services (Banner Screen: SHATERM)</b></p>	<p>No previous college courses <b>OR</b> 3.0-4.0 GPA with no dropped courses</p> <p><b>20 points</b></p>	<p>2.0-3.0 with no dropped courses</p> <p><b>15 points</b></p>	<p>2.0-4.0 at least one dropped course</p> <p><b>10 points</b></p>	<p>Current GPA is: _____</p> <p><b>Current GPA Below 2.0 - not eligible for services</b></p>
<p><b>Student is Military – Active duty, veteran, spouse of active duty</b></p>	<p>Yes</p> <p><b>10 points</b></p>	<p>No</p> <p><b>0 points</b></p>		
<p><b>Compliance with CCAMPIS Requirements:</b></p>	<p><u>No</u> – new applicant <b>OR</b> <u>Yes</u> – 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)</p> <p><b>10 points</b></p>	<p><u>Yes</u> – and student parent completed 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)</p> <p><b>5 points</b></p>	<p>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)</p> <p><b>Not eligible for services</b></p>	
<p><b>Low income students may qualify for services: Does student meet income criteria?</b></p> <p>Yes _____</p> <p>Co-payment is: \$ _____</p> <p>No _____ <b>not eligible for services</b></p>	<p><b>Student is enrolled only in SAC classes:</b></p> <p>Yes _____</p> <p>No _____ <b>Not eligible or services</b></p>	<p><b>Student's home campus is SAC:</b></p> <p>Yes _____</p> <p>No _____ <b>not eligible for services</b></p>	<p><b>Does student receive Financial Aid or Pell Eligible? Yes _____</b></p> <p>No _____ <b>not eligible for services</b></p>	<p><b>Is there a paid receipt included with application? Yes _____</b></p> <p>No _____ <b>not eligible for services</b></p>
<p><b>Total Points:</b></p>				