



August 4, 2009

Dear Center Director:

This semester, _____ is enrolled in _____ at Austin Community College. As part of a students' coursework in Child Development, they must complete field experiences observing young children in an early care and education setting. Basically, students will be observing children's behaviors in the classroom, classroom design, curricula and guidance practices. The student is expected to be a volunteer in the classroom and not counted in the center's staff child ratio. The above student is providing you with this letter of introduction as a request to complete field experiences at your center. Specific course information and a Confirmation of Agreement for Student Observation form are attached.

To determine preliminary eligibility to volunteer in an early care and education program, the Austin Community College Children's Lab School has submitted this student's name to the Texas Department of Family and Protective Services (TDFPS) Child Care Licensing for a background name check. Our students complete both a Criminal Conviction Statement and a Criminal History Affidavit that they then have notarized. TDFPS standards mandate that your center independently submit a background check on the above student since he or she will be a regular volunteer in your program. The Child Development Department understands that you may use the notarized affidavit that the student will give to you.

We do understand that submitting a background check is an additional burden on your busy schedule and we wholeheartedly appreciate your willingness to do so. Thank you for allowing the above student to benefit from observing your program and for your commitment to the early care and education field.

If you'd like to discuss this further with me or if I can be of any additional assistance, please call me at 223-5201 or email me at gales@austincc.edu.

Sincerely,

Gale Spear
Department Chair, Child Development

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