

Austin Community College Children's Lab School
Waiting List Application for Day Program

Please complete the following information. Your child will be placed on the waiting list on the date this form is received in our office. Please mail the application to the address listed above the enrollment & waiting list policy. You should receive a postcard within 4 weeks after mailing your application telling you your child has been placed on the list; if you do not receive a postcard, please call our office to verify whether or not we received your application. Being on the waiting list **DOES NOT** guarantee admission.

ACC Student ID or SS# : _____

Child's Name: _____ Desired entrance: _____

Birth/due Date: _____ Gender: M F Ethnicity: _____

Address: _____

(City) (State) (Zip code) (Home Phone)

Parent 1: _____ Work Phone: _____ Cell Phone: _____

Parent 2: _____ Work Phone: _____ Cell Phone: _____

Does this child have any siblings currently on our waiting list, or currently enrolled in the

ACC Children's Lab School? Y N Sibling's name: _____ d.o.b.: _____

of People in Family: _____ Estimated Annual Family Income: _____

Is either parent: •ACC student? _____ Which Parent? _____

•ACC Faculty/Staff (staffing table) _____

Are there any special needs or circumstances of your child &/or family that you would like to share:

I have been given, read, and understand the
 ACC Children's Lab School Enrollment & Waiting List Policy.

Signature: _____ Today's Date: _____

For ACC Staff Use Only

Date received at ACC CLS _____/_____/_____ Staff Initials _____

Date put on Database _____/_____/_____ Staff Initials _____

Date Postcard Sent _____/_____/_____ Staff Initials _____



Austin Community College Children's Lab School
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Phone: (512) 223-5200 Fax: (512) 223-5220 Website: www.austincc.edu/childdev/labschool

Austin Community College Children's Lab School Enrollment and Waiting List Policy

The Children's Lab School serves as a demonstration school for the Austin Community College Child Development Department. Because of its role as an instructional component, creating a community of children from diverse family backgrounds is important to meet the educational goals of Child Development students. To ensure enrollment reflects this goal, we follow the enrollment guidelines noted below:

1. We generally enroll once a year, in the late spring/ early summer for the following academic year. Children typically start around the same date the fall semester begins. If there is turnover during the year, we go to our waiting list to fill the space.
2. When enrolling we consider racial, ethnic and cultural backgrounds, as well as gender and economic status in order to serve a diverse family population and create a rich educational experience for our students. Therefore, children are not enrolled on a "first come, first served" basis.
3. The program is open to ACC students, staff and faculty, as well as the greater community. For available spaces:
 - Approximately 30% are enrolled with children of the greater Austin community;
 - Approximately 30% are enrolled with children of ACC staff or faculty (if staff and faculty spaces remain unfilled, priority may be given to grandchildren of ACC staff and faculty);
 - The remaining spaces are reserved for children of ACC students who are currently enrolled and registered for classes.
4. A waiting list data base is maintained and applicants are sorted by category when the enrollment process begins. The applicant must be eligible for the space being offered when they are contacted. If the Lab School is unable to fill available spaces as outlined above prior to the beginning of the academic year, recruitment from other categories will begin, with the children of ACC students given priority.
5. Siblings of children currently enrolled in the program receive priority for available openings. Siblings of children who were previously enrolled in the program may receive priority within their waiting list category if they left the program in good standing.
6. A limited number of sliding scale and reduced tuition spaces are available for families who meet income eligibility guidelines.
7. Unfortunately, child care spaces funded by grants designated for ACC students cannot be guaranteed when the parent is no longer enrolled or graduated from ACC. However, these families will be given priority, when possible, within their waiting list category.
8. We have a limited number of spaces for new children each year and our waiting list is lengthy. Only a small percentage of those families who apply are actually enrolled in the program. Please note that an application to the waiting list **DOES NOT** guarantee a child care space. Applicants are responsible for keeping waiting list information current. Annually, applicants are mailed a postcard to update information and confirm that they wish to remain on the waiting list. If the card is not returned by the due date, your child's name will be removed from the waiting list.

If you do not receive a postcard within 4 weeks after turning in your application, please call our office to verify whether or not we received your application.
AND PLEASE CALL BACK TO REPORT CHANGES!