January 16, 2007

Dear Center Director:

This semester, __________________________, is enrolled at Austin Community College in _________________.

As part of a students’ coursework in Child Development, students complete field experiences observing young children in an early care and education setting. Typically, students observe 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.

Please note that even though 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 check, 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. To determine preliminary eligibility to volunteer in an early care and education program, students complete both a Criminal History Statement and have notarized a Criminal History Affidavit. You will need the above student to complete another criminal history statement at your center but it is the Child Development Department’s understanding that you may use the notarized affidavit the student will give to you.

I know submitting a background check is an additional burden on your busy schedule; 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@austinecc.edu.

Sincerely,

Gale Spear
Department Chair, Child Development