

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 confirming 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 to the program.

Child's Name: _____ Desired entrance: _____

Birth/Due Date: _____ Gender: M F Race/Ethnicity: _____

Mailing Address: _____

(City) _____ (State) _____ (Zip code) _____

Parent 1: _____ Primary Phone: _____

Other Phone: _____ e-mail _____

Parent 2: _____ Primary Phone: _____

Other Phone: _____ e-mail _____

Does this child have siblings currently on our waiting list, or currently enrolled in the Lab School? Y N Sibling's name: _____ D.O.B.: _____

People in Family/Family Unit: _____ Estimated Annual Family Income: _____

Is either parent an ACC student? Y N Student ID #? _____

I am eligible and interested in participating in the CCAMPIS grant program. Y N
(see back of this form for information about CCAMPIS eligibility)

Is either parent ACC Faculty full adjunct/ACC staff full hourly

ACC ID #? _____

Please share other important information you would like us to know about your child or family (special needs or circumstances) on the back of this form.

I have read and understand the 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
3401 Webberville Rd., Bldg. 5000 Austin, TX 78702

Phone: (512) 223-5200 Fax: (512) 223-5220 email: childlab@austinctc.edu

Website: www.austinctc.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. Typically we enroll once a year, in the late spring/early summer for the following academic year and children 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. Children are not enrolled on a "first come, first served" basis. We consider racial, ethnic and cultural backgrounds, as well as gender and socio-economic status in order to serve a diverse family population and create a rich educational experience for our students. The program is open to ACC students, staff and faculty, as well as the greater Austin community. For available spaces, approximately:
 - 1/3 are enrolled with children of the greater Austin community;
 - 1/3 are enrolled with children of ACC staff or faculty (if staff and faculty spaces remain unfilled, priority may be given to grandchildren of staff and faculty);
 - 1/3 are reserved for children of ACC students who are currently enrolled and registered for College credit courses. Priority for student slots will be given to students who meet and participate in the CCAMPIS grant program (**see back of form for more information about the CCAMPIS grant program**)
3. 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.
4. Siblings of children currently enrolled in the program receive priority for available openings. Siblings of children previously enrolled in the program may receive priority within their waiting list category if they left the program in good standing.
5. Tuition for students participating in the CCAMPIS grant will be calculated on a sliding scale. A limited number of reduced tuition spaces are also available for other families who meet income eligibility guidelines.
6. Child care spaces funded by grants designated for ACC students cannot be guaranteed when the parent is no longer enrolled or graduates from ACC. However, these families will be given priority, when possible, to transition into a community spot.
7. 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 to verify that we received your application. AND PLEASE CONTACT US TO REPORT CHANGES!!

CCAMPIS Grant Program Information

The CHILD CARE ACCESS MEANS PARENTS IN SCHOOL (CCAMPIS) grant, funded by the US Department of Education, is a collaboration between the following areas of ACC: Children's Lab School, Student Support Center, Student Life and Financial Aid. The goal of the collaboration is to support student families in balancing the many demands of parenting with being a full-time college student or part-time college student and working.

Student Benefits:

- Sliding scale tuition (2% of gross monthly income)
- Full-time child care in NAEYC Accredited early childhood program
- Access to academic and personal counseling
- Opportunities to network and learn with other student parents

Student Eligibility:

- Receiving a Pell grant or Pell Eligible
- Taking 9-12 hours, or taking 6 hours while also working at least 16 hours per week
- Working toward a stated certificate or associate degree

Student Requirements:

- Complete orientation to ACC
- Intake and regular meetings with a specialist from Student Support Center
- Attend at least one parenting workshop
- Participate in one other relevant event or workshop from a list of choices
- Successfully complete coursework

Please share any other important information you would like us to know about your child or family (special needs or circumstances):