ALBANY CHILDREN'S CENTER
Wait List Application
720 Jackson Street, Albany, CA 94706
(510) 559-6590 FAX (510) 559-6593
Director: Anna Mansker (amansker@ausdk12.org)

Date_____

Please complete this form and check the box if you are interested in:

1. Full cost program   (   )
2. Subsidized program (   ) your monthly household income before tax: $_____   Family size: #_____

_____   _____

CHILD'S NAME   ( )Boy   ( )Girl   **CHILD'S BIRTHDATE**

_____   _____

PARENT (A)   **TELEPHONE   (Home)**

_____   _____

STREET ADDRESS   **TELEPHONE   (Work)**

_____   _____

CITY, ZIP CODE   **EMAIL**

_____   _____

PARENT (B)   **TELEPHONE   (Home)**

_____   _____

STREET ADDRESS (If different than above)   **TELEPHONE   (Work)**

_____   _____

CITY, ZIP CODE   **EMAIL**

PLEASE INDICATE CARE THAT IS NEEDED

_____Full Day Preschool _____Elementary School Before and/or After Care

First Choice School for Elementary School Child: ____ Ocean View ____ Cornell ____ Marin
____TK at (Albany Children Center) ____ Ocean View Chinese Program ____ Cornell Chinese Program

Grade Level: _____Kindergarten _____1st Grade _____2nd Grade _____3rd Grade

School Age Hours Care is needed - please fill in the time if you know:
_____AM Care _____PM Care _____AM and PM Care

School(s) of Sibling attending now:_____

Please email wait list form to Felicia Lien: **flien@ausdk12.org** or Fax it to: 510-559-6593
You can also down load this form at: acc.ausdk12.org via "QuickLinks" program waitlist application.

Albany Children's Center Admissions & Waiting List Policy (April 2013)

Albany Children's Center (ACC) provides a preschool program, and 5 before/after school "school-age" programs. ACC operates out of all three of the elementary schools in the Albany Unified School District:

- Ocean View site serves 65 children (K-1) at Cedars, 45 children (2-3rd) at Maples and 32 children (K-3rd) in the Chinese language program.
- Marin site serves 120 children (K-3rd) in the Tupelo/Spanish language program.
- Cornell site serves 32 (K-3rd) children in the Chinese language program.

Staff-to-student ratio in the preschool program is 1 to 8. Staff-to-student ratio in the school -age program is 1 to 15.

Application Process-Applications are accepted any time. We do not have the office capacity to contact you when we receive your application. You may check your status on the waiting list by email flien@ausdk12.org or attending a school tour. Tours are given on the first Tuesday of the month at 9:30 am for preschool. Visitor passes are provided for parents who are interested in visiting the school-age programs.

Wait List Process-Due to the high demand for quality child care, ACC works from a waiting list pool to enroll children into the preschool and school-age programs. The waiting list is not in numerical order. It is a fluctuating document based on a number of adjustable criteria, such as grade level openings, site capacity, and gender balance. It is also based on the eligibility requirements of the California Department of Education and full-cost programs.

Enrollment for kindergarten students in the school-age programs is determined when a parent contacts the ACC office after receiving their child's school assignment (generally in July or August prior to the start of the school year). At that time, ACC will determine if a space is available for the kindergartener at the requested school-age program.

Children are enrolled based on the following priority order:

1. Special needs/504 – Albany residents
2. Qualified low income subsidized (CPS, Homeless)
3. ACC children from the preschool
4. ACC siblings based on date application was received
5. AUSD staff children
6. Wait list based on the date application was received
7. Age and grade level when a position is open and based on classroom capacity
8. Gender balance

Admission Process

Once you have been accepted into one of our programs, a deposit of $100 for the school-age program and/or $300 for the preschool program will be required. (The deposit is non-refundable unless a 60-day notice is given prior to the scheduled enrollment date.) There is also a yearly Materials Fee of $100.

If an offer of enrollment comes less than 30 days prior to the starting day of enrollment, the deposit will be non-refundable. You will meet with the ACC director with the required paperwork for admissions. Families applying for low income subsidized status will be required to bring in documentation of income status and/or education status. Once all the paperwork is complete, you and the ACC director will agree upon a starting date.