



**Application for Enrollment – After-School Care**

Thank you for your interest in the Early Childhood Lab! A one-time \$25 application fee is due with your application to hold a child's place on the waitlist. To maintain your status on the wait list, **you must reapply (no additional fee) in March each year between March 1 and 31**. Applications expire annually on March 31. If you would like your child removed from our waiting list, please contact us at 936.468.4006 or [echladmin@sfasu.edu](mailto:echladmin@sfasu.edu).

Date of Application \_\_\_/\_\_\_/20\_\_\_ Marketplace Confirmation # (see pg. 2 for instructions) \_\_\_\_\_

List any currently enrolled siblings at ECHL (not SFA Charter School) \_\_\_\_\_

Is the parent/guardian a full-time SFA employee? \_\_\_ No \_\_\_ Yes  
 If Yes: Department \_\_\_\_\_ Phone: 936.468.\_\_\_\_\_

*Sibling application:* If you also are submitting an application for a sibling, please provide their name and age to keep the applications together: \_\_\_\_\_

**Child's Information**

Child's Legal Name (First, Middle, Last) \_\_\_\_\_

Child's Preferred Name \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/20\_\_\_ Age as of Sept. 1, 2023: \_\_\_ yrs. \_\_\_ mos. Gender \_\_\_\_\_

Indicate **current** grade level: \_\_\_ Kindergarten \_\_\_ First \_\_\_ Second \_\_\_ Third \_\_\_ Fourth \_\_\_ Fifth

\_\_\_ American-Indian/Alaska Native \_\_\_ Asian \_\_\_ Black \_\_\_ Hispanic \_\_\_ Native Hawaiian/Pacific Islander \_\_\_ White  
 \_\_\_ Other: \_\_\_\_\_

List any needs, accommodations and/or allergies: \_\_\_\_\_

Previous childcare/babysitter experience(s) \_\_\_\_\_

**Family Information**

**Important:** It is the parent/guardian's responsibility to keep this information updated with the ECHL. Failure to maintain current/updated information may prevent contact, resulting in forfeited placement.

**Parent/Guardian #1 name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home address** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_ **Zip:** \_\_\_\_\_

**Parent/Guardian #2 name:** \_\_\_\_\_ **Relationship to child:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Home address** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_ **Zip:** \_\_\_\_\_

**Return completed application by email at [echladmin@sfasu.edu](mailto:echladmin@sfasu.edu), in person at ECHL administrative office, 2428 Raguet St., or by mail:**

Early Childhood Laboratory  
 P.O. Box 6105, SFA Station  
 Nacogdoches, TX 75962

**ECHL Use Only** Classroom: \_\_\_ After-School Care Renewal Date: \_\_\_\_\_

Date	Time	Notes	Accept/Decline/Wait



## Paying your \$25 application fee

You **must** pay your application fee when submitting your application to be placed on the waitlist. SFA's Marketplace portal is the only way the ECHL accepts payments. The preferred browser is Chrome.

**Set up a Registered User account before you begin!** For those of you who need receipts for Tex-Flex or any other employer required receipts, you will automatically receive your receipt via email from Marketplace after paying, and registered users have access to go in and view their past payments/receipts.

1. Visit the ECHL Marketplace Store at: [www.sfasu.edu/echlpay](http://www.sfasu.edu/echlpay)
2. Select the **Application Fees** button.
3. Enter the quantity of application fees you're paying \*one per child/application\*.
4. Click the shopping cart to proceed.
5. Complete the "Child's Name" field and proceed to next step.
6. Select "Checkout".
7. Select "Continue".
8. Complete the required fields for "buyer information" and continue.
9. Enter your email, and Sign in as a Registered User or Continue Unregistered.
10. Complete your Payment Method and Billing Information.
11. Complete transaction.

If you experience issues or have questions, contact ECHL admin at 936.468.4006 or [echladmin@sfasu.edu](mailto:echladmin@sfasu.edu).