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Preschool Registration Checklist



We are happy to welcome you and your child to Jefferson County Public School Preschools. Please take a few minutes to read the registration and enrollment information provided.

The Colorado Department of Human Services requires the following forms to be completed **prior** to the child's attendance in our preschool program. (*Rules Regulating Child Care Centers and the General Rules for Child Care Facilities, Section 7.702.101*)

Access **Jeffco Connect** to enter parent and student contact information at the following

URL: <https://jeffcoconnect.jeffco.k12.co.us>

Jeffco Connect Student Information Summary

New Families: *Print from Jeffco Connect with an July 1 or later date*

Returning Families: *Check information and resubmit for digital submission signature with a July 1 or later date*

Federal Free and Reduced Application submission

<https://lunchapps.jeffco.k12.co.us/>

Due at registration

Copy of Birth Certificate

Current Immunization Record

Registration fee \$60 individual/\$85 family

Enrollment Materials

Signatures required to complete school file

Parent Information

Enrollment Agreement

Tuition Schedule

Parent Jeffco Connect Letter

Jeffco Connect - Quick Reference Guide

Sunscreen Information



Dear Preschool Parents,

Jeffco Public Preschool will again be using Jeffco Connect as the only way to fill out and update your student's important information including contact numbers for illness or emergencies. Parents can complete the student information at their own convenience from home, work or wherever they enjoy using the Internet. The Student Information Card and Race & Ethnicity Form are now paperless.

A Jeffco Connect User Account is needed for every parent/guardian to enter student information. Please click the following link to set up your account <https://jeffcoconnect.jeffco.k12.co.us>. If you already have a Jeffco Connect Account, please log in to your account and update/add information for your preschooler. Upon signing into your Jeffco Connect account, your Jeffco P-12 student(s) should be visible. Contact Early Learning Team (303-982-1737) if you do not see your Jeffco students.

Enter your student as a **New Student** if the child has never attended a Jeffco preschool or CPP program or hasn't been evaluated by Child Find. Enter your student as an **Existing Student** if the child has previously been enrolled in a Jeffco Preschool or CPP program or has been evaluated in Child Find. You will need to add or update information including:

- | | |
|-----------------------|---------------------|
| 1. Residence details | 4. Health details |
| 2. Contact details | 5. Language details |
| 3. Enrollment details | 6. Summary details |

It is very important to keep the information for your child updated throughout the year in case of an emergency.

Be sure you hit the **SUBMIT** button after entering any information. When the information is complete, print the summary report and bring it to the preschool to complete the registration process.

A computer with internet access is available at the preschool if you would like to use it. We would be happy to help you set up your account and answer any questions you might have.



Jefferson County Public Schools Enrollment Agreement

Welcome to Jefferson County Public Schools

We look forward to facilitating your child's education in our fully integrated preschool programs. Your support in reading and understanding the following information will guarantee a smooth beginning and successful school year for all.

Hours

Program hours for your child's preschool day along with school calendar are provided at individual preschool locations. You will be notified of the time and days your child will attend preschool. We expect that children arrive and depart from school on time.

Jeffco Connect Access

Jeffco Connect lets parents fill out their student's contact and demographic information from any computer that has an internet connection, and make updates when needed, so that schools always have the latest emergency contact information. Use the Jeffco Connect link <https://jeffcoconnect.jeffco.k12.co.us> to activate an account or update contact information.

Payment Procedures

All tuition is due on the 1st of each month and delinquent after the 5th. A \$10.00 late fee will be assessed for tuition payments received after the 5th of the month. All tuition must be paid with a check or by using of the online payment system through Jeffco Connect. Exception: Registration fees

Suggestion: During Breaks/School Closures utilize online payment system to avoid late fee charges.

Billing

Preschool is a 9-month program. Billing is made in 9 equal monthly payments; September, October, November, December, January, February, March, April and May with the first payment due September 1. Tuition covers time reserved not just time used. Once a spot is reserved for a child, staffing is planned and supplies are purchased. Tuition is **non-refundable**. Refunds are not available for illness, occasional absences, snow days, field trips, vacations, days closed or early withdrawal from preschool. We are unable to accommodate "drop in days."

Registration Fee

A registration fee is assessed upon enrollment of each child in preschool. It must be paid in advance to hold your child's space in the program and upon re-enrollment for the next year. Registration fee is non-refundable but transferable to another Jeffco preschool.

Termination for Non-Payment

Enrollment will be terminated if an account is past due more than 30 days. Re-enrollment in any Jefferson County Preschool will be considered if the account is paid in full and space is available within the preschool.

Returned Checks

If a check is returned, the parent/guardian will be notified. The parent/guardian will have five (5) working days to pay the amount due. The amount due must be paid with a money order or credit card.

Withdrawals

Please submit written notification of your withdrawal to the preschool program. Since we continue to reserve time for your child, you will be responsible for your bill until we receive this written termination of preschool services.

Tardiness

A late pick up fee will be assessed to parents/guardians picking up children after the session has ended. This fee is assessed at a rate of \$1.00 per minute and is strictly enforced. If a parent/guardian is consistently or excessively late picking up their child, the preschool director will consider termination of enrollment.

Link to Parent Handbook

<http://www.jeffcopublicschools.org/programs/preschool>

Your signature on the **Parent Responsibility Summary** acknowledges that you agree to adhere to the Preschool Enrollment Agreement and to all of the school rules and regulations. Failure to comply may involve termination of preschool services.

We appreciate working with you to make your child's preschool experience safe and happy. Should you have any questions regarding this agreement, please notify the preschool director.

Reporting of Child Abuse

Parents or guardians who suspect that a child has been subjected to abuse or neglect or who observed the child being subjected to circumstances or conditions that would result in abuse or neglect must immediately report or cause a report to be made to the county department of social services or local law enforcement agency. Formal complaints are accepted by:

Jefferson County Department of Social Services
303-271-4357

Complaint about the Facility

All Jefferson County Public Preschools are licensed by the Colorado Department of Human Services. The license indicates that each facility has met the required standards for the operation of a preschool/child care facility. If you have a concern about the preschool services, please contact:

Colorado Department of Human Services
Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
303-866-5958 or 1-800-799-5876
Complaints: 303-866-3755



Early Learning Department
1829 Denver West Drive, #27
C/O C & I, 2nd Floor
Golden, CO 80401

**Jefferson County Public Schools
2018 - 2019
Preschool Tuition Schedule**

Registration fee: \$60.00 per student or \$85.00 per family

The fee is due on the date of enrollment or paid in advance to hold space in the program for new and re-enrolling students.

Contact your neighborhood Preschool for the session schedule

Preschool 3 hour Session

Number of Days in Attendance	Monthly Tuition
4 days per week	\$375.00

Preschool 4 hour Session (Not available at all Jeffco Preschools)

Number of Days in Attendance	Monthly Tuition
4 days per week	\$495.00

**Modified Full Day – Elementary School Day
(Not available at all Jeffco Preschools)**

5 Days of Attendance only	Monthly Tuition
Monthly tuition	\$860.00

Full Day (Not available at all Jeffco Preschools)

5 Days of Attendance only	Monthly Tuition
Monthly tuition	\$985.00
Sibling (2 nd Child) Discount (10%)	\$885.00

Late Fees

Tuition is due on the 1st of the month and delinquent after the 5th of the month. A \$10.00 late fee will be assessed for tuition payments that are submitted after the monthly due date.

Sunscreen Information

Recent changes to the Colorado Department of Human Services Rules and Regulations for Early Childhood Centers, Office of Early Childhood, highlights the importance of using sun protection. To ensure the health and safety of all children, Jefferson County Public Preschools must immediately comply with the Child Care Licensing rule 7.702.52 as stated below.

7.702.52 D Sunscreen

The center must apply sunscreen, have the parent or guardian apply sunscreen, or use another form of parent or guardian approved sun protection for children prior to children going outside. Sunscreen must be reapplied as directed by the product label.

Your assistance during this implementation is appreciated. Later in this packet you'll see a permission slip stating the expectations for parents and guardians please return to the director. The information below summarizes the Rocky Mountain Sunscreen formula available in all our preschools.



Please call us with any questions or requests at 1-888-356-8899.

All Rocky Mountain sunscreens exceed the FDA's 2012 testing standards for UVA protection. Listed below summarizes the formula, how it works and its unique benefits.

ALSO FREE OF:

Nut Oil, PABA, Carbohydrates, Casein, Corn Products, Sugars, and Soy

SPF 30 Broad Spectrum Lotion Ingredients

ACTIVE INGREDIENTS

Avobenzone..... 1.8%
Homosalate..... 7.0%
Octocrylene..... 5.0%

INACTIVE INGREDIENTS

Aluminum Starch Octenylsuccinate
Benzyl Alcohol
Butyloctyl Salicylate
Carbomer
Dimethicone
Disodium EDTA
Methylparaben
Polyglyceryl-3 Distearate

Propylparaben
Sorbitan Isostearate
Sorbitol
Stearic Acid
Tocopherol
Triethanolamine
VP/Eicosene Copolymer
Water



Completed Packet Returned
Date _____ Time _____

Preschool Session Preference

Child's Name _____

Child's Date of Birth _____

Parent(s) Name _____

Parent Contact Information: Phone _____

Email address _____

Does your child receive Special Education services under an IFSP or IEP? _____

Has your child attended another Jefferson County Preschool? _____

If yes, please name the preschool _____

Registration Fee:

Paid by Check # _____ on _____

Please indicate below your 1st and 2nd preference for preschool. We will do our very best to accommodate your first **4 Day session** preference:

	Morning Session
	3 hour - Tues.- Fri.

	Afternoon Session
	3 hour - Tues.- Fri.

You are reserved a spot in a preschool classroom only after completing the following:

1. Jeffco Connect Student Information completed online
2. Paid your registration fee
3. Copy of birth certificate/immunizations

Statement of Physical Condition due first day of school

4. Return all completed registration forms as requested

While we try to honor your preference, we are unable to guarantee placement. Based on the current openings, all families are eligible to attend our programs and will be contacted based on the order in which the completed registration packet was returned.

Tuition Assistance Available for Qualifying Families



Emergency Contact Information

Student information

Name: _____
Home Phone: _____ County Student resides _____
Address: _____ City: _____ Zip: _____

Parent/Guardian Name:			
Contact Numbers	Work ()	Cell ()	Other ()
Employer Name			
Work Address			
Occupation		City	Zip Code

Shared Parenting Responsibility _____ No Shared Parenting Responsibility _____

Is there a court order restricting a parent access to this student? Yes _____ No _____

If yes, provide a copy of the court order to the school.

Parent/Guardian Name:			
Contact Numbers	Work ()	Cell ()	Other ()
Employer Name			
Work Address			
Occupation		City	Zip Code

Shared Parenting Responsibility _____ No Shared Parenting Responsibility _____

Is there a court order restricting a parent access to this student? Yes _____ No _____

If yes, provide a copy of the court order to the school.

Person(s) OTHER THAN PARENT

Authorized to pick-up student or contact in an emergency

Authorized pick-up person full name:			
Contact Numbers	Work ()	Cell ()	Other ()
Address			
City		Zip Code	

Authorized pick-up person full name			
Contact Numbers	Work ()	Cell ()	Other ()
Address			
City		Zip Code	

Authorized pick-up person full name:			
Contact Numbers	Work ()	Cell ()	Other ()
Address			
City		Zip Code	

Parent/Guardian Signature

August 16, 2018
Date



JEFFERSON COUNTY SCHOOLS HEALTH INVENTORY (Parent Completes)

STUDENT NAME _____ **DOB** _____

HEALTH CONCERNS	YES	N O	MEDICATION (Name, Dosage)	ACTIVITY RESTRICTIONS	COMMENTS
ASTHMA/ RESPIRATORY					
ALLERGIES				List:	Reaction:
DIABETES					
SEIZURES/ NEUROLOGICAL					
HEART/BLOOD					
MUSCLES/BONES/J OINTS					
BLADDER/KIDNEY					
STOMACH/ INTESTINES					
SKIN					
HEARING					Frequency of infections:
Ear Infections?					
Tubes/Date?					
VISION					
Eye glasses?					
Eye surgery?					
SPEECH					
PSYCHOLOGICAL					
HEADACHE					
DENTAL					

Routine or daily medications (not listed above):
Other concerns:

Illnesses and dates:

Hospitalizations/reason/dates:

Accidents/Injuries and dates:

PARENT/GUARDIAN SIGNATURE

August 16, 2018
DATE



Parent Permission Forms

Student's Name _____

Parent Completing Permission Form _____

Permission to Attend Field Trips

I give permission for my child to attend field trips with his/her class. I understand that the field trips may be walking or by school bus. I will be notified and will sign a permission slip for each field trip.

Yes _____ (initials)

No _____ (initials)

Permission to Videotape and Photograph

There will be times during the year when we may videotape and photograph our classrooms and students. The videos and photographs will be used for staff training, parent workshops, medical publication, and to inform legislators, educators and other parents about our programs.

I give permission for my child named above to be videotaped and or photographed for the above reasons.

Yes _____ (initials)

No _____ (initials)

Permission to View Video Movies

I give permission for my child to occasionally watch a children's video at preschool that connects with the curriculum. I understand that all movies viewed will be rated "G" and the title of any video shown will be posted in the classroom.

Yes _____ (initials)

No _____ (initials)

Procedure for Transportation in a Medical Emergency

In the event of a medical emergency, my child will be transported by ambulance to the nearest hospital. Parent/Guardian will be responsible for any costs associated with emergency transportation and medical care of the child.

Please complete the following medical information

	Name	Address	Phone
Physician			
Dentist			
Hospital			

The school will attempt to reach one of the contacts provided for the student, but if none of them can be reached, school personnel have my permission to use discretion in securing medical aid in an emergency, following the District 911 Calling Guidelines. IT IS UNDERSTOOD THAT THE SCHOOL, THE DISTRICT, NOR THE PERSON RESPONSIBLE FOR OBTAINING MEDICAL AID WILL BE RESPONSIBLE FOR ANY EXPENSES INCURRED. To the best of my knowledge, the information provided is correct. I agree to and approve all information provided in this and all registration documents.

Parent signature _____ August 16, 2018



Age as of Oct. 1 ____
Risk Factors # ____
Director Initial ____

Jefferson County Public Schools Colorado Preschool Program Application

The Colorado Preschool Program serves at-risk children by providing quality early childhood education. The information you provide will remain **confidential** and will help us determine if your child is eligible to participate in the Colorado Preschool Program. Please respond to each question.

Child's Name (please print) _____

Child's Birth Date _____ Phone _____

Parent names (please print) _____

Please circle the information that best describes the child's family size and gross income:

Circle the number of people, including the child, living in the home

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

Circle **ONE** income (either Yearly, Monthly or Weekly gross incomes)

Yearly Income

\$22,311	\$30,044	\$37,777	\$45,510	\$53,243	\$60,976	\$68,700	\$76,442
----------	----------	----------	----------	----------	----------	----------	----------

Monthly Income

\$1860	\$2504	\$3149	\$3793	\$4437	\$5082	\$5726	\$6371
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Weekly Income

\$430	\$578	\$727	\$876	\$1024	\$1173	\$1322	\$1471
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Please answer the following questions with **YES** or **NO**

Is the child's family currently living in any of the following circumstances: <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Shelter <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Campground/RV Lot/Car <input type="checkbox"/> With Relatives/Friends due to Economic Hardship	Yes	No
Are there circumstances in the child's home that would cause the child to be exposed to domestic violence?	Yes	No
Are there circumstances that would cause the child to be exposed to the abuse of drugs or alcohol in the child's home?	Yes	No

Student's Name _____

Was either of the child's parents less than 18 years of age and unmarried when the child was born?	Yes	No
Do either of the child's parents need to complete high school or the equivalent?	Yes	No
Has the child's family relocated to new residences three or more times during the last year due to hardship?	Yes	No
Does the child experience difficulties getting along with others? Does the child have difficulty following directions from adults? Has the child been excluded from schooling, childcare or other group situations because of behavior issues?	Yes	No
Does the child have difficulty using language to communicate needs?	Yes	No
Does the child speak a language other than English?	Yes	No
Does the child receive any State or County Services? WIC, CHIP, TANF, CCAP, MEDICAID, CHILD PROTECTION, or FOSTER CARE	Yes	No
Does the family qualify for the FREE/REDUCED LUNCH PROGRAM	Yes	No

What other information would be helpful for us to know about your child?

Please note: Notification to parents of qualifying children will be made in June after the State Legislative session has approved funding for the Colorado Preschool Program and before the new school year begins.

Sign here: _____ Date _____
I certify (promise) that all information provided on this form is true and correct.



Colorado Preschool Program Parent Participation Agreement and Permission to Study the Effects

Child's Name _____

I understand that the Jefferson County Colorado Preschool Program (CPP) is a nine-month program that operates four days a week. I further understand that **regular and consistent attendance** is required for my child to continue in the Colorado Preschool Program. I will notify the school when my child is absent. I understand my participation in my child's preschool experience helps my child to be successful, and I agree to participate by:

1. Asking the teacher about my child's performance in school.
2. Reading to my child on a daily basis.
3. Asking about my child's school achievement.
4. Talking to my child about his/her day.
5. Participating in Parent Conferences.
6. Completing questionnaires and surveys concerning the program and my child's progress throughout the school year.

In addition, as needed, I will:

1. Volunteer in my child's classroom.
2. Attend events with my child's class.

I further agree to participate in a study of the benefits of the Colorado Preschool Program. This study could include reports of student performance at later grades. Neither my name nor my child's name will be used in any reports. Only group information will be reported. I understand that I can withdraw at any time.

Parent/Guardian Signature

Phone Number

Date



Military Connected

Student has a parent or guardian who is an active duty member of the Armed Forces or on full-time National Guard duty.

- The term "**armed forces**" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
- The term "**active duty**" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
- The term "**full-time National Guard duty**" means training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

Please list all student names and student ID numbers whose parent or guardian is an active duty member.

Student #	Student Name

Student #	Student Name

Jefferson County Public Preschool Programs Sunscreen Permission Slip

Please return the permission slip stating the sunscreen expectations for parents and guardians to the director.

Child's Name _____

As the parent or guardian of the above child, I recognize that increased exposure sunlight may increase my child's risk for skin cancer later in life.

_____ (initial) I understand that I am expected to apply or use another form of sun protection for my child before entering the classroom. I will acknowledge this action by initialing the Sun Protection column on my child's sign-in page.

If I am unable to supply a form of sun protection, I give my permission for the Jefferson County Public Schools Preschool staff to apply Rocky Mountain Sunscreen to my child, as specified below, when he or she will be playing outside. UV rays are most intense between the hours of 10:00am and 4:00pm.

In addition, sunscreen will be reapplied as directed by the product label to children attending longer than 3 hours.

I further understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs.

I have checked all applicable information regarding the type and use of sunscreen for my child:

_____ YES Staff may apply Rocky Mountain Sunscreen

_____ NO Do not apply Rocky Mountain Sunscreen to my child. I will provide the preschool with appropriate sunscreen protection for my child.

Parent/Guardian Full Name (Please Print)

Parent/Guardian Signature

Date

*****Please see attached for ingredients*****



Jefferson County Preschools Student Discipline Procedures

The Board of Education recognizes that effective Student discipline is a major contributor to the creation of a positive and productive environment for all students. It is the further belief of the Board that the prime objectives of the discipline program should be to:

1. Assist students in the development of the ability to discipline themselves.
2. Assist students in the development of behavior that is socially acceptable, respectful and mindful of the dignity of others.
3. Ensure the right of others to learn.

For preschool students the following procedures will be implemented when disciplinary action is required to address student behavior. Prior to implementing these steps the staff will work carefully and thoughtfully to assist the student in gaining control of his/her behavior.

- First incident will necessitate a phone call home informing the parent of the situation.
- Second incident will require the child to be picked up from school by the parent or guardian.
The child will be removed from the classroom situation until the parent arrives.
- Third incident will result in a one-day suspension from school, in addition to the child being sent home. The student will not be readmitted until a parent conference has been conducted.
- Fourth incident will result in a two-to-five day suspension from school. A student will not be readmitted until a parent conference has been conducted.
- Any further incidents will result in immediate revocation of enrollment for a period of one year at any Jefferson County Public Preschool. Readmission to the program in subsequent years will be on the condition that there are no further problems.
- If readmission is granted and further problems occur, immediate and permanent revocation of enrollment will occur.

My signature indicates that I have read and understand the above Student Discipline Procedures.

Parent or Guardian Signature

Date

Copies of all Board of Education Policies on Student Discipline and the Student Conduct Code are available from the preschool director or by browsing <http://jeffcoweb.jeffco.k12.co.us>

Jefferson County Public Preschools
Enrollment-Signed copy to Parents

2018-2019
Vivian Preschool

Parent Responsibility Summary

Child's Name _____

The parent or guardian responsibilities of children enrolled in a Jefferson County Public Preschool program shall be as follows:

Please initial beside each statement after reading.

- ____ *Read and agree to the Preschool Enrollment Agreement*
- ____ Turn in required paperwork on time.
- ____ *Update all Student and Contact Information on Jeffco Connect throughout the year*
- ____ Pay all tuition and fees on time as required.
- ____ Adhere to drop off and pick up session times for your child
- ____ Notify the school of any absences
- ____ Understand that late pickup will result in a late fee charge.
Excessive late pickups may result in termination of enrollment from the program.
- ____ All outstanding fees due upon withdrawal or termination.
- ____ Ensure an authorized person 18 years old or older signs the child in and out on a daily basis
- ____ Notify the staff of any illness the child may be experiencing
- ____ Dress your child appropriately for all activities and the expected weather
- ____ Free/Reduced application submitted (if applicable)

Copies of the Parent Preschool Handbook and the Board of Education Policies on Student Discipline and the [Student Conduct Code/Discipline](#) are available from the preschool director or by browsing the link.

I read and understand the above Parent Responsibility Summary along with the other materials connected with my child's registration in this preschool program.

Parent Signature

Date



Preschool Conference Information

Child's Name _____ Date of Birth _____
Parent/Guardian Completing Form _____

Families are asked to meet with their child's teacher/s to discuss the student's progress throughout the year as requested. Because it is important for teachers and parents to work together, we ask parents to provide input as teachers begin to establish individual student goals for the school year.

My child's strengths are:

My child learns best by (Check one):

____ Hands-on Likes to use objects, toys, books, etc. to learn new concepts

____ Auditory Listens to directions and seems to learn quickly when spoken to

____ Visual Learns quickly when seeing a sample of what needs to be done or is shown what to do

During the Preschool Conference you and the teacher will have a chance to share information about your child's development. Please list goals you would like to see your child accomplish as teachers begin gathering data for the coming year.

Three goals for my child are:

1. _____

2. _____

3. _____

Thanks for your help

**Must Be Signed
By Your Doctor**

School Information:

Vivian Preschool

10500 W 25th Ave

Lakewood, Co. 80215

Phone 303-982-7668

Fax 303-982-7666

Statement of Physical Condition

Student's Name: _____ was given a
physical examination within the last 12 months on: * _____

Immunization records are up-to-date (Please attach record) _____ Yes _____ No

Next health care visit due by _____

Chronic medical Conditions: (List)

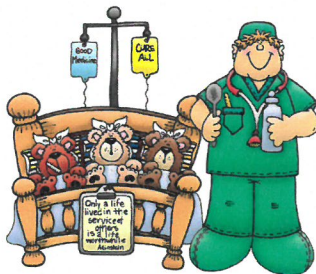
Restrictions: (List)

Allergies:

_____ Cleared for age appropriate activities

_____ Cleared for preschool attendance.

_____ Date



Doctors are Rx-tra Special

**Physician Name (Signature)

Physician Name (Print)

Address

Phone