Pymatuning Valley Local School District Little Laker Academy Preschool Program

Dear Parent or Guardian,

Thank you for your interest in PV's Little Laker Academy preschool program! Your child must be 3-years-old by August 1, 2022 in order to enroll in our program in August. Our preschool registration process includes two (2) steps for the 2022-2023 school year:

- 1. Please complete registration online via the district's **FinalForms** account. To complete FinalForms, please follow the step-by-step account set up and registration page in this packet. The required supporting documents include:
 - a. **Birth Certificate**: If needed, you may obtain a legal birth certificate from the Ashtabula County Health Department (ACHD) by completing an application and submitting a \$25.00 fee. Visit <u>ashtabulacountyhealthdepartment.com</u> online (Environmental Vital Statistics) or call 440-576-6010 Ext. 3 for assistance.
 - b. **Immunization Record**: Please submit a copy of your child's <u>MOST RECENT</u> immunization record. This can be obtained from your child's pediatrician.
 - c. Parent/Guardian Driver License or State-Issued Identification Card
 - d. **Proof of Residency**: Options include a deed or lease agreement; current utility bill (within the last 90 days); ODJFS public assistance verification; or a signed and notarized Affidavit of Residency
 - e. Custody Papers (if applicable)
- 2. Please complete the attached preschool registration packet. The following documents provide required information for licensed preschool programs in Ohio:
 - a. Preschool Enrollment Form (2 pages)
 - b. **Child Medical Statement** (1 page): This should be completed and signed by your child's pediatrician or primary care provider and expires 1-year from the date of the visit. Preschool enrollment is contingent upon a current medical statement. The office will remind parents of dates.
 - c. Family and Child Information Sheet (2 pages): This provides the preschool teachers and aides with information about your child's current needs in order to support them successfully during preschool.
 - d. Early Childhood Education Grant Income Eligibility Worksheet (3 pages)
 - e. Early Childhood Education Eligibility Screening Tool (3 pages); this requires additional evidence of Income Verification (acceptable documents include prior year's W2s/tax info, two consecutive pay stubs, benefits verification, etc.).

Please note: Completion of our preschool registration process does not guarantee enrollment in our preschool program. Our preschool program has a limited number of student seats based on our license and grantee status. We must prioritize enrollment for preschoolers with disabilities and 4-year-olds who are grant-eligible, followed by students whose families self-pay. Seats will not be reserved for a student with an incomplete registration.



FinalForms

Parent registration

How do I sign up?

- 1. Go to: https://pymatuningvalley-oh.finalforms.com/
- Locate the parent icon and click NEW ACCOUNT below.



3. Type your NAME, DATE OF BIRTH, and EMAIL. Next, click REGISTER.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.

FINALFORMS

Hello Clay Burnett,

Your FinalForms account with Demoville Local Schools (OHE) has been successfully created.

Please <u>click here to confirm your account</u> and complete your registration as a parent.

Thank you,

Demoville Local Schools (OHE) Administration

- 5. Create your new FinalForms password. Next, click CONFIRM ACCOUNT.
- Click REGISTER STUDENT for your first child.

CLICK TO SWITCH TO 2022-23 REGISTRATION

And for more information on 2022-23

My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Status

Name

Sports/Activities

Actions



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

- 1. Go to https://pymatuningvallev-oh.finalforms.com/
- 2. Click LOGIN under the Parent Icon.



- 3. Locate and click the ADD STUDENT button.
- 4. Type in the LEGAL NAME and other required information. Then, click CREATE STUDENT.
- If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click UPDATE after making your selection. Selections may be changed until the registration deadline.
- 6. Complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

Form Signatures	
Parent Signature:	
Your signature MUST match your name: Clayto	n Burnstt
Student Signature:	أخيلا ببرز ستثب بياعاء فيستجشق خياب
Stilling Form Sain this lonn	

7. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.

How do I register additional students?

Click MY STUDENTS. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.

Office of Early Learning and School Readiness **Preschool**

Enrollment Form

Revised 11/30/18

Please complete both pages of form

This form meets Ohio Administrative Code. Programs may use this form or build their own.

Family/Guardian Name			Date of Birth					
Talling/Odd/didit Hairic	e		Please select 1, 2 o	Please select 1, 2 or 3 to set call order of phone number used to reach yo				
Home Address			Cell Phone	ediamia edikilorityi, fujuka munususmaa, suurusmaa,	Call Order			
City	State	Zip	Home Phone		Call Order			
Employer Name			Work Phone		Call Order			
Employer Street Addre			City	State	Zip			
Alternate Family Inf	formation:		Please select 1, 2 or	r 3 to set call order of p	hone number used to reach y			
Family/Guardian Name			Cell Phone		Call Order			
Family Street Address			Home Phone		Call Order			
City	State	Zip	Work Phone		Call Order			
Employer Name					Ouii 0.40.			
Employer Street Addres	SS		City	State	Zip			
Name	List 2 Eme	_	cies use ONLY if the parents of Name Street Address	cannot be contac	ted:			
Name Street Address		_	use ONLY if the parents o	cannot be contac	ted:			
Name Street Address	List 2 Emer	rgency Contacts for ι	Name Street Address	State_				
Name Street Address City	List 2 Emer	rgency Contacts for ι	Name Street Address City	State_				
Name Street Address City Home Cell	List 2 Emer	Zipelect 1, 2 or 3 to set call orde	Name Street Address City er of phone number used to reac	State_	Zip			
Name Street Address City Home	List 2 Emer	Zip Zip Call Order	Name Name Street Address City er of phone number used to reach Home Cell	State_	Zip Call Order Call Order			
Name Street Address City Home Cell Work	List 2 Emer	Zip elect 1, 2 or 3 to set call order Call Order Call Order Call Order	Name Name Street Address City er of phone number used to reach Home Cell Work Name Street Address City Example 1	Statesh emergency contact:	Zip Call Order Call Order			
Name Street Address City Home Cell Work Physician	List 2 Emer	Zip elect 1, 2 or 3 to set call order Call Order Call Order Call Order	Name Street Address City er of phone number used to reach Home Cell Work stacts, In Case Of Emerge Dentist	Statesh emergency contact:	Zip Call Order Call Order			
Name Street Address City Home Cell Work Physician Street Address	State Please so	Zip elect 1, 2 or 3 to set call order Call Order Call Order Call Order List Medical Con	Name Name Street Address City er of phone number used to reach Home Cell Work Name Street Address City Street Address	Statesh emergency contact:	Zip Call Order Call Order Call Order Call Order			
Name Street Address City Home Cell Work Physician	List 2 Emer	Zip elect 1, 2 or 3 to set call order Call Order Call Order Call Order	Name Street Address City er of phone number used to reach Home Cell Work stacts, In Case Of Emerge Dentist	Statesh emergency contact:	Zip Call Order Call Order			

Child's History of Hospitalization:	Child's Disease History:
Child's Allergies/Treatment:	Child's Dietary Needs/Restrictions:
	MEDICATION ADMINISTERED WHILE IN PROGRAM ATTENDANCE
Child's Medication/s:	
Section V - Registration Authorizations	Annual Class Roster: Each year the program
authorize the following to be listed on the parent roster: My child's name	prepares a roster for each group of children. This roster will <u>not</u> be furnished to any persons other
Family name	Yes No than parents of children enrolled in our program.
Phone number	
exempt from immunizations because of religious conviction: Child immunization records attached:	☐ Yes ☐ No ☐ Yes ☐ No
The second distribution of the second distributi	_ res _ No
_	
Date Signature of Authorized	
Family Member/Guardian	



Office of Early Learning and School Readiness Child Medical Statement

Revised 3/12/2018

This form meets Ohio Administrative Code. Programs may use this form or build their own.

Date of Birth	Height Weigh	t	
Immunizations:		Exempt from Immunization:	
Complete for Age	⊜Yes ⊜No	Religious Conviction	○Yes ○No
In Process	○Yes ○No	Health	CYes CNo
		Other	•
Limitations or health condition	s, including allergies, medicati	ons, and dietary restrictions.	
on II - Child Medica	I Statement Verific	ation	
	I Statement Verific		Provider Zip
er Phone Number	Provider City	Provider Address	Provider Zip
cian/Clinic/Hospital Nameer Phone Number	Provider City	Provider Address	Provider Zip
cian/Clinic/Hospital Nameer Phone Number c box of examining medica Physician	Provider City I professional:	Provider Address	Provider Zip
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cian/Clinic/Hospital Nameer Phone Number (box of examining medica Physician Physician Assistan Advanced Practice	Provider City I professional: t Registered Nurse	Provider Address	j
cian/Clinic/Hospital Nameer Phone Number (box of examining medica Physician Physician Assistan Advanced Practice	Provider City I professional: t Registered Nurse	Provider Address Provider State	j



Family Information

Family and Child Information Sheet

By filling this information about your child and your family, it will help us create a positive experience while in our program. Please share anything that will be helpful in understanding your child's habits, abilities, and personality.

1.	Child's Full name:
2.	. Who is in your child's immediate family?
3.	. Who lives at home with your child?
4.	. How does your child get along with siblings?
	ramiliar adults?
5.	. What is the primary language spoken in the home?
6.	Are there any special family arrangements, such as shared parenting, living in two homes, or custody specifications, etc.? Additional details?
7.	Are there any changes or transitions that your child has recently experienced or is experiencing?
8.	Do you have any pets at home? If so, what are their names?
	Information Has your child had a previous care arrangement? Please explain.
2.	Does your child have any favorite foods?
3.	Does your child have any food they dislike?
4.	Does your child have any food allergies that we should be aware of? (Please note that licensing requires documentation be completed for children with food allergies and/pr dietary restrictions)
5.	By nature, is your child
	a. Friendly e. Kind
	b. Aggressive f. Active
	c. Shy g. Anxious
	d. Other
6.	Does your child prefer being alone or with friends?
7.	Are there things that frighten your child? If so, how do he/she react and what do you do to comfort him/her?

9	. What	do you find is the best way to handle the child when she/he is
		Angry
	b.	Sad/Crying
	c.	Hurt
10	D. What	routines/actions or items do you use to comfort your child?
11	. What	are some of your child's favorite toys or activities at home?
12		our child had experience with? (Check all that apply)
		Blocks
		Finger painting
		Scissors
		Easel painting
	e.	Water play
Heal	th/Toi	<u>let Habits</u>
		is your child's mood upon waking? (happy, grouchy, clingy, slow to awaken)
2.	Is you	r child toilet trained? If not, have you started the process?
3.	Do you	r child need help when using the bathroom?
4.	Does y	our child have trouble sleeping?
Comn	<u>nents:</u>	
1.	What i	might you and/or your child be anxious about as he/she starts in this program?
2.	In wha self-he	t particular ways can we help your child this year? (social skills, pre-academics skills, elp skills, etc.)
3.	What r	name would you like her/him to learn to write?
4.	With w	hat name should we address your child? (ie nickname)
- •		The state of the s

Thank you for taking the time to complete this for us. We are looking forward to having a great year with both you and your child. Feel free to reach out if anything should change within your home that you feel we should be aware of.



Early Childhood Education Grant Income Eligibility Worksheet & Declaration of No Income

This worksheet is designed to assist Early Childhood Education Grant programs in determining income eligibility for children and families. **This worksheet is not required to be completed but is provided as a resource tool.** Income eligibility does not need to be completed for children who meet the following eligibility criteria (a list of acceptable documentation verifying the exempted category is included):

- Child has a current Individualized Education Plan (IEP) a copy of the IEP must be on file for review
- Child lives with a foster or kinship family a copy of the case plan or family service plan
 as defined in ORC 2151.412 or a copy of the Kinship Permanency Incentive Program
 papers must be on file for review

Please be reminded that for children who meet the eligibility categories listed above, it is not necessary for families to provide income information on page 3 of the JFS 01121. The documentation listed above will be accepted instead. However, all other pages of the JFS 01121 are still required to be completed, including the signature field on page 3.

Section 1 – Determination of family size (leave row blank if not applicable).

Number of parents/legal guardians of the child who reside in the home and all minor
children of the parents/legal guardians who reside in the home
Number of stepparents residing in the home, and all their minor children who reside
in the home (do not count a minor child in this box if you counted them in the box
above)
Number of grandparents who reside in the home (only include this number if the
parent of the child is a minor and is not participating in the LEAP program)
Number of unmarried parents of any common child(ren) who reside in the home and
the number of their minor children (do not count a minor child in this box if you
counted them in one of the boxes above)
Total number of individuals who should be included when determining family size



Section 2 – Determination of family income (if the family does not have any earned or unearned income, please skip to Section 3).

- Both gross earned and unearned income should be included
- The income from all adult family members residing in the home, as identified in Section 1, should be included when determining family income

Please check below the income types received in the home. Documentation of all income received must be on file for review. Examples of acceptable documentation are provided. If documentation of income is not available due to the family experiencing homelessness, write "McKinney Vento" or "Project Act" on the JFS 01121 form on page three alongside the sources of any income where documentation is not available.

Definition of homelessness: Individuals who lack a fixed, regular, or adequate nighttime residence and includes: 1) children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals, 2) children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation, 3) children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4) migratory children who qualify as homeless because they are living in circumstances described in 1-3 above.

Gross Earned Income	Gross Unearned Income			
Employment – two consecutive	Child support – child support letter and			
paystubs or W2 form	documentation of receipt			
Self-employed – W2 form or current	Social Security Administration Disability –			
business records estimating income	award letter			
	Ohio Works First (OWF) Cash Assistance –			
	award letter			
	Unemployment Benefits – award letter			
	Gifts from family members – statement from			
	person giving the gift			
	Veteran's Payments – award letter			
	Survivor Benefits – award letter			
	Alimony – award letter			
	Pension or Retirement Income – award letter			
	Educational Assistance – award letter			
	Other			

Section 3 – Declaration of no income

randly has no income, they must provide a written explanation of how they are meeting asic living expenses, including but not limited to food, housing/shelter, utilities and ransportation. The family must provide a statement indicating the information provided is true and accurate, must contain a detailed explanation of how all four living expenses noted above the met, and must contain the parent/guardian signature.
, verify that neither I nor any member of my
imily earns/receives any income. I/We have been meeting our basic needs in the following rays:
Food:
Housing/Shelter:
Jtilities:
ransportation:
ertify that the information above is complete and accurate to the best of my knowledge. Inderstand that if I knowingly give false information or misrepresentation of my income, it may sult in disqualification.
rent/Guardian Printed Name
rent/Guardian Signature Date Date
tness Printed Name
tness Signature Date

Ohio Department of Job and Family Services Ohio Department of Education EARLY CHILDHOOD EDUCATION ELIGIBILITY SCREENING TOOL

Tell us about you (the	applicant)							
First Name		MI	Last N	ame				•
Address				***************************************		Today's	Date	
City	State	VALUE 4	County		Zip Code			
Phone Number Additional Phone Num		e Number	E-mail	Address		- Mariana		
Tell us about the peop	le in your home							
Name (First, Middle, Last)	Relationship to You (spouse, son, friend, etc.)	Race		Hispanic or Latino Yor N	Spoken Language	Date of Birth	Gender M or F	U.S. Citizen Y or N
	Self	African America Alaska Native/A Indian Asian Caucasian Hawaiian/Pacifi	merican					
		☐ African America☐ Alaska Native/A Indian☐ Asian☐ Caucasian☐ Hawaiian/Pacific	merican					
		African America Alaska Native/A Indian Asian Caucasian Hawaiian/Pacific	merican					
		African American Alaska Native/Al Indian Asian Caucasian Hawaiian/Pacific Islander	merican					
		African Americar Alaska Native/Ar Indian Asian Caucasian Hawaiian/Pacific Islander	nerican					

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Tell us about your r	needs for your chi	ild(ren)	
Child 1	Provider Name and Address	Child's Needs	What hours/days do you need services? (i.e. child care or preschool) Check all that apply
Name		Do you have concerns about your child's growth and/or development? Yes No Describe:	□ Sun □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Mornings □ Afternoons □ Evenings □ Weekends
Child's Mother's Maiden Name			What is the child's home school district?
Child's City of Birth	1		
Child 2	Provider Name and Address	Child's Needs	What hours/days do you need services? (child care or preschool) Check all that apply
Name		Do you have concerns about your child's growth and/or development?	☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Mornings ☐ Afternoons ☐ Evenings ☐ Weekends
Child's Mother's Maiden Name			What is the child's home school district?
Child's City of Birth			
Child 3	Provider Name and Address	Child's Needs	What hours/days do you need services? (child care or preschool) Check all that apply
Name		Do you have concerns about your child's growth and/or development?	□ Sun □ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Mornings □ Afternoons □ Evenings □ Weekends
Child's Mother's Maiden Name		Describe:	What is the child's home school district?
Child's City of Birth			

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Will you or the people in Income refers to all the support, disability bene If yes, please complete	e money that you and efits, retirement benef	the people in your	home receive suc	☐ No h as earnings Security, SSI,	s from employment, child/spousal/medica Veterans Benefits, etc.		
Name	Type of Income	Amount of Income (before taxes)	How Often Received (weekly, bi- weekly, etc)	Date Last Received	Work or School Schedule (please list times)		
					□ Sun □ Thurs □ Mon □ Fri □ Tues □ Sat □ Wed □		
					□ Sun □ Thurs □ Mon □ Fri □ Tues □ Sat □ Wed □ Wed		
					□ Sun □ Thurs □ Mon □ Fri □ Tues □ Sat □ Wed □		
					Sun ☐ Thurs Mon ☐ Fri ☐ Tues ☐ Sat ☐ Wed ☐		
					□ Sun □ Thurs □ Mon □ Fri □ Tues □ Sat □ Wed □		
o you or anyone in your	household pay Ch	ild or Spousal Sur	pport?	□ No			
Signature of Applicant Date							

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