

Houston Early Learning Center Preschool Registration Packet

2023-2024







Northwest Local School District Preschool Program 2023- 2024

The Northwest Local School District is pleased to offer preschool classes at the Houston Early Learning Center.

Preschool students attend either in the morning or afternoon at the Houston Early Learning Center. Children must reside within the Northwest Local District and must be three or four years of age on or before September 30, 2023 to be eligible to attend this program.

A child must be toilet trained by August 1, 2023 for final acceptance into the Early Childhood Program.

The Northwest Local School District serves preschool students with disabilities in blended preschool classrooms. This means students with disabilities and typical students are in one classroom. If you feel your child may require services for a disability, please contact the Special Education Services Department at 513-923-1000 extension 4917 for additional information.

The tuition requirement for the Northwest Local District Early Childhood Preschool Program is based on income and is supported by the Northwest Local School District. Support is received through state and federal funds. These funds are based on criteria which must be adhered to including stringent income eligibility components in order for the funds to be retained. One such requirement is the Early Childhood Education Eligibility Screening Tool which you will find in this packet.

Tuition for the 2023-2024 school year will remain at \$200 per month. Reduced tuition rates are available for those who qualify.

Class size in preschool classrooms is limited in order to comply with state regulations. <u>Completed registration packets</u> must be submitted to the Houston Early Learning Center at 3308 Compton Rd. Cincinnati, OH 45251. Packets will be accepted by appointment only until class capacity is met. After that a waiting list is established on a first come, first served basis.

Summer screening information will be given to you at the time of your students registration meeting. Teacher assignment and parent-teacher-child conference times and dates will be mailed after the screenings take place. Mandatory screenings will take place in July.



NORTHWEST LOCAL SCHOOL DISTRICT EARLY CHILDHOOD PRESCHOOL PROGRAM

Document Verification List

Houston Early Learning Center 3308 Compton Rd, Cinti OH 45251 Phone (513) 385-8000 ext:4901 Fax: (513) 395-8090

Student Name	Date of Birth
(As it appears on Birth Certi	ficate)
Documents & Forms	s Required for PRESCHOOL Enrollment
Please Compl	ete and Sign the Following FORMS:
Student Inforr Physical Exar Immunization Student Healt Emergency M Student Dism Early Childho	Iment Forms Due at Registration mation Release Form Due at Registration mination Form (completed and signed by physician) Due By 8/1/23 Record (completed and signed by physician) Due By 8/1/23 th Form Due at Registration ledical Authorization Form Due at Registration issal Information Due at Registration od Education Eligibility Screen Tool Due at Registration cial Agreement Due at Registration
The following	documents MUST be provided:
Court-Stampe Parent/Guard Proof of Resid Current Mortgage, with Owner's Proof 2 current pay	Certificate or Passport Due at Registration ed Custody Papers (if applicable) Due at Registration ian's Driver's License or State ID Due at Registration dency (2 required) Due at Registration Tax Bill, Commercial Lease OR Residency Affidavit and Business Mail addressed to the Name of the Parent/Guardian stubs or Employer Letter for Wage Verification Due at Registration 1040 EZ tax form for Dependent Verification* Than 4/25/23

Registration forms must be completed and documents must be provided at the time of registration.*

*2022 Tax forms are due no later than April 25, 2023

*Physical forms are due no later than August 1, 2023

Failure to turn in the required paperwork will result in removal from the preschool class list.

Please Circle Session Choice: AM PM

2023-2024 Early Childhood Student Enrollment Form (due at registration)

Student Name				
Date of Birth:		ddle lace of Birth:		Last
Home Address		Zip:	Cell Phone	:
Circle One: White Black Hispanic** Asi				
**If Hispanic, Select Racial Group: Cuban Mex			rican Other Spanish Cu	
*If Multi-Racial, Select Racial Groups: White			·	itive Hawaijan/Other Pacific Islander
•				live riawalian/Other Facilic Islander
Circle One: Male Female Last School	ol Attended		A	.ge
If born outside of US, give date of ent				
Parent Information: Status of Parents Are you the natural/adoptive parent(s) of the Father/Guardian Name: Address:	he child (circle one)): Yes No If no, yo	ur relationship:	<u> </u>
Cell #:				
Place of Employment: Step Mother Name (If applicable)				
Mother/Guardian Name:				
Address:				-
Cell #:				
Place of Employment:				
Step Father Name (If applicable)				
Home Language Survey: 1. What language did your son/daughter 2. What language does your son/daught 3. What language do you use most frequ 4. What language do the adults at home 5. How long has your son/daughter atter	ter use most frequuently with your so most often speak	ently at home? (Ho on/daughter? :?	ome Language)	
Annual Class Roster: Each year we plurnished to any person (s) other than pa	•		. •	roster will not be
I authorize the following information to be li	isted on the parent	roster: Child's Name	e, Parent/Guardian n	ame, Address and Phone #:
□ Yes □ No Signature of Parent/Guar	rdian X		Date:_	
Other Siblings In The District: Name:	_ Grade:	_ Name:		Grade:
I, the undersigned, do hereby state and de above named student and that this registra Officers to look at my child's records and r	eclare under penalt ation information is	y of falsification (*), true and correct. Co	that I am the parent o	or legal guardian of the nted to Law Enforcement
x				
Parent/Guardian Signature			Date	

2023-2024 STUDENT INFORMATION RELEASE

FERPA (Family Educational Rights and Privacy Act) allows that certain student information (known as Directory Information) may be released to those who follow procedures for requesting it.

For Additional information go to (http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW

Student Name:
Parent Name:
Parent Signature:
Date Signed:
By checking the YES box you give the Northwest Local School District and/or the Houston Early Learning Center preschool permission to use any information regarding your child. (Images, Attendance Recognition, etc)*
YES
By checking the NO box you have indicated that you do not wish for your child's information to be used by the Northwest Local School district or the Houston Early Learning Center Preschool.
□ NO
For Office Use Only:
Date form received by the office:
Classroom Teacher:
Date Information provided to the Classroom Teacher(s):

Student Health History 2023-2024

(To be completed by parent/guardian)

STUDENT'S LAST NAME	FIRST		MIDDLE	 E	DATE OF BIRTH
FAMILY HEALTH HISTORY - Please li	st allergies,	heart p	roblems, diabetes, cancer or o	other serious h	nealth conditions.
Father:					
Mother:					
Brothers and Sisters:					· · · · · · · · · · · · · · · · · · ·
I. HEALTH CONDITIONS - please check an	y that apply t	o your ch	nild		
Abdominal Spinal Curvature (scolid ADHD/ADD Allergies – Food*** Allergies – Medication Allergies – Other Anemia Asthma Behavior Problems Birth or Congenital Malformation Bone/Muscle/Joint Problems Bowel/Bladder Problems Cancer – Type Chicken Pox	osis etc.)	-	Diabetes Diarrhea/Constipation (che Eating Problems Ear Problems/Hearing Dieczema Emotional Problems Hearing Aids Headaches (frequent) Hearing Aids Heart Problems Hemophilia Juvenile Arthritis Lead Poisoning		Meningitis or Encephalitis Neuromuscular Disorder Seizures/Epilepsy Sickle Cell Anemia Skin Rashes (frequent) Stool Soiling Speech Problems Throat Infection (frequent) Tics/Nervous Twitches Traumatic Brain Injury Vision Problems Urinary Tract Infections Wetting (day/night)
II. VISION AND HEARING					
Frequent ear infections?	Left	Right	Both How Often?		
Hearing problems?	When?		E	ar Tubes?	
Wear glasses?	Reason			_ Date of Last	Eye Exam
III. INJURIES AND ILLNESS - Please list ar	ıy severe inju	ıries or ill	Inesses:		
Injuries/Illness	,		ild's Age	H	Hospitalization
Comments:					
This child is usually:Very Activ Do you have any concern about how your ch			Normally Active	Inacti	ve
Do you have any concern about now your cr	iliu gets alon	g with oth	ners?		
Do you have other comments/concerns about school? Please explain/comments			development, behavior, family or h		
V. PAST OR PRESENT SERVICES RECEIV	/ED				
□Previous Psychological Evaluation		Year	□Counseling or Mental He	ealth Services _	Year
□Special Education Support		Year	□Speech Therapy		Year
DATE OF LAST PHYSICAL EXAM:			DATE OF LAST DEN	ITAL EXAM:	
FORM COMPLETE BY:			RELATIONSHIP TO	CHILD:	
□ I hereby authorize the school nurse and/o staff. This information will be shared in a confident revoke this authorization at any time by subtraction district, may not be protected by the Privacy Act (FERPA).	tial manner. ⁻ nitting writter HIPPAA Priva	Γhis auth notice α acy Rule,	orization is valid for the current ca of the withdrawal of my consent. I but will become education record	alendar school y recognize that h ds protected by t	ear only. I understand that I may lealth records, once received by the the Family Educational Rights and
Parent/Guardian Signature X			Date		
☐ I do not give permission to share informati	on				
Parent/Guardian Signature X			Date		



EARLY CHILDHOOD PRESCHOOL Child Medical Statement

*Due by 8/1/23

Form & Copy of Immunizations

SECTION I - Child Medical Information

Child's Name			Gender					
Date of Birth	of Birth Age Height Weight							
Immunizations: Please attach a copy of Immunizations Exempt from Immunizations:								
Complete for Age	YES	□NO	Religious Conviction	YES	□no			
In Process	YES	□ №	Health	YES	□NO			
Lead Results:			Other					
Hct/Hgb Results:								
Vision Screening Results:	RIGHT :	20/	LEFT 20/					
Hearing Screening Results	PASS /	/ FAIL						
Limitations or health conditions, including allergies, medications, and dietary restrictions.								
SECTION II - Child Medica								
Physician/Clinic/Hospital Name Provider Phone Number Provider Address Zip								
			JityState _					
Check box of examining medical professional: Physician Physician Assistant Advanced Practice Registered Nurse This child has been examined and is in suitable condition to participate in group care.								
Signature of Medical Profes								
Signature of Michigan Fillion	201011di A							



EARLY CHILDHOOD

Emergency Medical Authorization and Authorization to Pick Up From School 2023-2024

	Student's Name Date of Birth				
	Address		Cell Phone		
	Purpose - To enab		Zip Code on of emergency treatment for children who become ill or injured while becomes ill or injured, when parents or guardians cannot be reached.		
		Part I OR Part II I rant Consent: dian (Custodial Guardian)	MUST Be Completed		
	Mother's Nar	me	Cell Phone #		
	Mother's Em	ail	<u> </u>		
	Father's Nan	ne	Cell Phone #		
	Father's Ema	ail	<u> </u>		
		father live in the same house? Yes as legal custody? Mother Father	No Shared		
	Name of Two	o Relatives or Friends (18 years of	age or older) Required		
1.	Who may be	notified	Phone #		
	Address		Relationship to Student		
2.	Who may be	notified	Phone #		
	Address		Relationship to Student		
Doctor	to be called_	Ph	one #		
Dentis	t to be called _.	Ph	one #		
by the abo	ove-named doctor, o		ive my consent for (1) the administration of any treatment deemed necessary not available, by another license physician or dentist; and (2) the transfer of		
		over major surgery unless the medical opinions of two the performance of such surgery.	o other licensed physicians or dentists, concurring in the necessity of such		
Facts con alerted:	cerning the child's r	nedical history including allergies, medications being	taken, and any physical impairment to which the practitioner should be		
Date:_		Signature of parent/guardian			
		Grant Consent: Parent(s) must meet wu ustodial Guardian)	rith the school nurse to establish an emergency plan.		
Date:		Signature of parent/guaridan			



Northwest Local School District

(Due At Registration)

EARLY CHILDHOOD

Student Dismissal Information 2023-2024

I: Student's Name:		Bir	thdate:				
Home Address:							
Do mother and father live in the	same house?	es No					
If not, who has legal custody? M	other or Father (Co	urt documentatio	on must be provided)			
Shared (If custody is shared, plea	ase provide the addre	ess of both paren	nts.) Other:				
II: Father's Name:		Address:					
Place of Employment:	of Employment: Work Phone #:						
Cell #	E-mail addre	ss:					
Mother's Name:		Address	S:				
Place of Employment:			Work Phone #:				
Cell #	E-mail address:						
III: Step-Parent's Name:		Address:					
Cell #/Pager #:	e-mail address:						
IV: Guardian's Name:		Address:					
Cell #/Pager #:	e-mail address:						
V: BabySitter or Daycare Name:							
Address:							
Cell #/Pager #:							
Please list all other children in	n your household w	ho attend North	nwest Local Schoo	ols:			
MANDATORY EMERGENCY Co if he/she were ill and you could r DAYTIME PHONE NUMBER; w	not be reached. Plea	se list in the orde	er you prefer called,				
Name:				Phone #:			
Name:				Phone #: Phone #:			
IS THERE ANYONE WHO IS NO	OT TO PICK UP YO	UR CHILD?	Dolationship:				
			Neiationship				
Signature: X	Relat	ionship to Studer	nt:	Date:			

Northwest Local School District

(Due At Registration)



EARLY CHILDHOOD

Parent Financial Agreement

2023-2024

Please complete this form and submit it at the time of registration. Monthly tuition must be paid using the district's Pay Schools program. Information required for the account setup will be provided to the parents/guardians prior to the student's start date.

* A COMPLETED TUITION SUBSIDY FORM WILL DETERMINE ELIGIBILITY FOR TUITION ASSISTANCE* The forms required to be completed along with the supporting documentation must be submitted in order for your students tuition to be determined. Failure to submit documentation will result in your student tuition to be the full amount of monthly tuition that has been predetermined by the school district. The current amount for the 2023-2024 school year is \$200 a month.

- 1. I agree to pay the tuition fee in advance with no deduction for absences, holidays, or vacations. The monthly tuition fee is due by the 25th of the prior month for that month of enrollment. For example, the bill for September is due August 25th. I understand that legal action will be taken to collect unpaid obligations.
 - ☐ I agree that if my child is enrolled in preschool and the fee is not paid by the final notice from the treasurer's office, my child will be withdrawn from the Houston Early Learning Center preschool. The Northwest Local School District does not have payment plans available for families who are unable to pay the tuition.
- 2. I also agree to pay the first month's tuition fee prior to the first day of my child's attendance.
- 3. I agree to pay a \$30.00 fee for a returned check and will submit a money order for future payments.
- 4. I agree to submit any program changes for my child in writing. I understand that changes will become effective the first day of the following month.
- 5. I understand that my child will not be able to enroll in any future tuition programs within the Northwest Local School District if there are past due balances on my account. I understand that unpaid balances will follow my student to their next school in the district.

Child's Name	Date of Birth
Address:	
Parent Signature x	
Date x	

Ohio Department of Job and Family Services Ohio Department of Education

EARLY CHILDHOOD EDUCATION ELIGIBLITY SCREENING TOOL

Tell us about you (the applicant)									
First Name MI Last Nam				me					
Address						Today's	Date		
City	State			County			Zip Cod	9	-
Phone Number ()	Additional Phone	Number		E-mail A	Address				
Tell us about the people in	your home			·					
Name (First, Middle, Lest)	Relationship to You (spouse, son, friend, etc.)		Race		Hispanic or Latino Y or N	Spoken Language	Date of Birth	Gender M or F	U.S. Citizen Yor N
	Self	☐ Alasi India ☐ Asiai ☐ Caud	n casian ailan/Pacifi	American					
		Alasi India Asiai	n casian ailan/Pacifi	American					
	. 10	Alasi India: Asia:	n casian aiian/Pacifi	American					
		Alasi India Asiai	n :asian alian/Pacifi	merican					
		Alasi India Asiar	n :asian aiian/Pacifi	merican					

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Child 1	Provider Name and Address	What hours/days do you need services? (i.e. child care or
Name	alla Augitess	preschool) Check all that apply ☐ 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		
Special Needs		
"Special needs child care" or more chronic health con including social, emotional	iditions or does not meet age , cognitive, communicative, p	on this definition? o a child who is less than eighteen years of age and either has one appropriate expectations in one or more areas of development, erceptual, motor, physical, and behavioral development and that ons, modifications, or adjustments needed to assist in the child's
	-	
Child 2	Provider Name and Address	What hours/days do you need services? (child care or preschool) Check all that apply
Child 2 Name		What hours/days do you need services? (child care or preschool) Check all that apply Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat
		Check all that apply
		Check all that apply Sun
		Check all that apply Sun
		Check all that apply Sun
Name		Check all that apply Sun Mon Tues Wed Thurs Fri Sat Mornings Afternoons Evenings Weekends
		Check all that apply Sun
Name Child's Mother's Maiden		Check all that apply Sun Mon Tues Wed Thurs Fri Sat Mornings Afternoons Evenings Weekends
Name Child's Mother's Maiden Name		Check all that apply Sun Mon Tues Wed Thurs Fri Sat Mornings Afternoons Evenings Weekends
Child's Mother's Maiden Name Child's City of Birth Special Needs Is your child in need of spe "Special needs child care" or more chronic health con- including social, emotional,	cial needs child care based of means child care provided to ditions or does not meet age, cognitive, communicative, pe	Check all that apply Sun Mon Tues Wed Thurs Fri Sat Mornings Afternoons Evenings Weekends What is the child's home school district?

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Child 3	Provider Name and Address	What hours/days do you need services? (child care or preschool) Check all that apply				
Name		☐ 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						
Special Needs	<u> </u>					
Is your child in need of special needs child care based on this definition? "Special needs child care" means child care provided to a child who is less than eighteen years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development, including social, emotional, cognitive, communicative, perceptual, motor, physical, and behavioral development and that may include on a regular basis such services, adaptations, modifications, or adjustments needed to assist in the child's function or development.						
☐ Yes ☐ No						

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Tell us about your finances								
Will you or the people in your home receive income this month?								
Income refers to all the money that you and the people in your home receive such as earnings from employment, child/spousal/medical support, disability benefits, retirement benefits, Workers' Compensation, Social Security, SSI, Veterans Benefits, etc.								
If yes, please complete the table below.								
Name	Type of Income	Amount of Income (before taxes)	How Often Received (weekly, bi- weekly, etc)	Date Last Received				
					☐ Sun ☐ Mon ☐ Tues ☐ Wed	☐ Thurs ☐ Fri ☐ Sat		
					☐ Sun ☐ Mon ☐ Tues ☐ Wed	☐ Thurs ☐ Fri ☐ Sat		
					☐ Sun ☐ Mon ☐ Tues ☐ Wed	☐ Thurs ☐ Fri ☐ Sat		
					☐ Sun ☐ Mon ☐ Tues ☐ Wed	☐ Thurs ☐ Fri ☐ Sat		
Sun								
Do you or anyone in yo How Much?	ur household pay Cl	hild or Spousal Su	ıpport? ☐ Yes	□ No				
Signature of Applicant				!	Date			

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