



# **Plainville Community Preschool**

## **Registration Packet**

**For**

**2018 - 2019 School Year**

Watch Us Grow!



# Plainville Community Schools

## Welcome to the Plainville Community Schools Preschool Program!

We are excited that you have chosen our preschool program to prepare your child to begin their school experience in Plainville. Our program runs Monday through Friday from 8:50AM to 3:30PM, following the school district calendar.

In this packet you will find all of the forms and other information you need to register your child for our program. If you have additional questions, please contact your community school or the Special Services Office:

Linden - (860) 793-3270, Toffolon (860) 793-3280, Wheeler - (860) 793-3290, Special Services (860) 793-3214

### Eligibility Requirements\*:

- Children must reside with parents or legal guardians in Plainville
- Children must be born between 1/1/14 and 12/31/14. The program is designed to prepare students for transition to kindergarten at age 5. Requests to allow students without documented disabilities to remain a second year in our program or start in our program when they will be 5 by 12/31/18 will be considered on a case by case basis.
- Parents must agree to pay \$2,000 per year to attend (sliding scale available based on income)
- Transportation will be provided based on District transportation guidelines for our elementary schools. Students who live outside of the designated busing zone for their school will not be provided with transportation.

\*Some eligibility requirements may be waived for children with documented disabilities who require an IEP

Our preschool is designed for students to participate in the full day program. Children who do not participate in the full day will miss core instructional parts of the program. Requests for children to only participate in a portion of the program must be discussed with the Director of Special Services prior to registration.

### Registration Process:

Bring the following documents to your neighborhood elementary school starting Monday, 4/2/18:

\_\_\_\_\_ \$100 deposit

\_\_\_\_\_ original birth certificate (Staff will make a copy)

\_\_\_\_\_ Two proofs of residency (i.e. utility bill, rent receipt, mortgage documents, town tax bill)

\_\_\_\_\_ Completed Residency Verification Form (enclosed)

\_\_\_\_\_ Preschool Tuition Payment Agreement form (enclosed)

\_\_\_\_\_ Transportation Request Form (enclosed)

\_\_\_\_\_ Home Language Survey Form (enclosed)

When all of the above steps are complete, the school staff will give parents instructions to complete the final step of the registration process online. **If the program reaches capacity, your child will be placed on our waiting list in the order in which the completed online registrations are submitted.**



**Steven LePage**  
Assistant Superintendent  
One Central Square, Plainville, CT 06062  
Phone (860) 793-3210 | Fax (860) 747-6790  
www.plainvilleschools.org

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**Residency Verification Form**

(To be completed by Parent/Guardian)

Student's Name: \_\_\_\_\_

Parent/Legal Guardian's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide two of the following documents (containing your name and address) when registering:

\_\_\_\_\_ Proof of Mortgage, Lease or Rent **Required**

---and any one of the following---

\_\_\_\_\_ Utility Bill (electric, gas, oil, cable television, water, town tax bill)

\_\_\_\_\_ Bank Statement

\_\_\_\_\_ Voter Registration Card

I, \_\_\_\_\_, am a resident of Plainville and the above named  
(printed name of parent/legal guardian)  
student lives with me at the address provided.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Professional Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent Signature

\_\_\_\_\_  
Date

(required when documents do not clearly meet the requirements above)



## PLAINVILLE COMMUNITY SCHOOLS 2018 – 2019 PRESCHOOL TUITION POLICY (subject to change)

For the 2018-19 school year, the Preschool Tuition fee is \$2,000. Students who are eligible for special education services are not charged tuition. The District has a sliding tuition scale that is based on Free and Reduced-Priced Meals eligibility (family income and the number of family members in the household). Tuition for students who qualify for reduced meals is \$1000, and tuition for students qualifying for free meals is \$500.

An initial deposit of \$100 is required at registration.

In order to keep your cost low and allow us to hire the additional staff necessary to run a full-day, full-week preschool program, **we prefer you pay your annual tuition by August 17, 2018.** Payments may be made by check, My School Bucks (<https://www.myschoolbucks.com>), cash, or money order. Checks and money orders should be made payable to Plainville Community Schools and should include your child’s name and “Preschool Tuition.” Please address your payment as follows:

Plainville Community Schools Business Office  
Preschool Program  
One Central Square,  
Plainville, CT 06062

Should it be necessary, the following payment plans are available:

<u>Quarterly</u>	<u>Monthly</u>
\$100 deposit due at registration	\$100 deposit due at registration
Payment #1 - \$500 by 8/18/18	Payment #1 - \$200 by 8/18/18    Payment #6 - \$200 by 1/18/19
Payment #2 - \$500 by 11/16/18	Payment #2 - \$200 by 9/14/18    Payment #7 - \$200 by 2/15/19
Payment #3 - \$500 by 2/15/19	Payment #3 - \$200 by 10/19/18    Payment #8 - \$200 by 3/15/19
Payment #4 - 400 by 5/17/19	Payment #4 - \$200 by 11/16/18    Payment #9 - \$200 by 4/19/19
	Payment #5 - \$200 by 12/14/18    Payment #10 - \$100 by 5/17/19

**Invoices will not be sent. If tuition payments are not received by each due date, your child’s continuation in the program may be impacted.**

Free or Reduced lunch applications become available from the State during the Summer. Please find the current income rates attached, for your reference. Your tuition will be adjusted in the Fall, after your Free and Reduced Price Lunch application is approved and your sharing form is provided (in order for lunch information to be used for Preschool). If you have paid full tuition, you will be reimbursed the difference.

Questions? Please contact the Business Office at 860-793-3210 x 6106.

## Preschool tuition reduction is based upon free and reduced- Priced Meals. Who is eligible?

- All children in households receiving SNAP or TFA benefits are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart. This chart will be updated for the 18-19 school year, and is shown for your reference only:

Income Guidelines for Free and Reduced-Price Meals in Child Nutrition Programs											
School Year 2017-18											
FREE MEALS/MILK						REDUCED-PRICE MEALS					
Number in Family	Annual Gross Income	Monthly Gross Income	Twice Per Month	Every Two Weeks Gross Income	Weekly Gross Income	Number in Family	Annual Gross Income	Monthly Gross Income	Twice Per Month	Every Two Weeks Gross Income	Weekly Gross Income
1	15,678	1,307	654	603	302	1	22,311	1,860	930	859	430
2	21,112	1,760	880	812	406	2	30,044	2,504	1,252	1,156	578
3	26,546	2,213	1,107	1,021	511	3	37,777	3,149	1,575	1,453	727
4	31,980	2,666	1,333	1,230	615	4	45,510	3,793	1,897	1,751	876
5	37,414	3,118	1,559	1,439	720	5	53,243	4,437	2,219	2,048	1,024
6	42,848	3,571	1,786	1,648	824	6	60,976	5,082	2,541	2,346	1,173
7	48,282	4,024	2,012	1,857	929	7	68,709	5,726	2,863	2,643	1,322
8	53,716	4,477	2,239	2,066	1,033	8	76,442	6,371	3,186	2,941	1,471
Each Additional Family Member	+ 5,434	+ 453	+ 227	+ 209	+ 105	Each Additional Family Member	+ 7,733	+ 645	+ 323	+ 298	+ 149

Note that each child's application is only good for that school year and for the first few days of the subsequent school year. A new application is needed, unless the school told you that your child is already eligible for the new school year. You, your children and other household members are NOT required to be U.S. citizens to apply for free or reduced-price meals.

# Plainville Community Preschool

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## Tuition Payment Agreement 2018 - 2019

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Total tuition for the 2018 - 2019 School Year is \$2000.00.

A deposit of \$100 is required with this agreement.

I agree to pay the tuition using the following payment schedule:

\_\_\_\_\_ 1 Payment  
\$1,900 due by 8/17/18

\_\_\_\_\_ 4 Payments  
Payment #1 - \$500 by 8/18/18  
Payment #2 - \$500 by 11/16/18  
Payment #3 - \$500 by 2/15/19  
Payment #4 - 400 by 5/17/19

\_\_\_\_\_ 10 Payments  
Payment #1 - \$200 by 8/18/18    Payment #6 - \$200 by 1/18/19  
Payment #2 - \$200 by 9/14/18    Payment #7 - \$200 by 2/15/19  
Payment #3 - \$200 by 10/19/18    Payment #8 - \$200 by 3/15/19  
Payment #4 - \$200 by 11/16/18    Payment #9 - \$200 by 4/19/19  
Payment #5 - \$200 by 12/14/18    Payment #10 - \$100 by 5/17/19

I understand:

- Making payments on time is my responsibility
- I will not receive invoices nor additional notice of expected payments
- Failure to make timely payments may result in my child's disenrollment from the program

Parent signature \_\_\_\_\_

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For office use only:    \_\_\_\_\_ Cash    \_\_\_\_\_ My School Bucks receipt    \_\_\_\_\_ Check # \_\_\_\_\_

Payment received by: \_\_\_\_\_ Date \_\_\_\_\_



## Home Language Survey

Welcome to Plainville Community Schools!

In accordance with the US Department of Education we are required to ask the following questions that will help us know how we can best support your student academically and socially. The language information also helps us know how we can best communicate with you. Please share with us about the language(s) spoken by your family and in your home.



Una versión en español de este formulario también está disponible en todas las escuelas y en nuestro sitio web.  
Polska wersja tego formularza jest również dostępna we wszystkich szkołach i na naszej stronie internetowej.

### Student Information:

First Name:	Last Name:	Date of Birth:
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1) What is the <b>primary language</b> used in your home? _____ English    _____ Other    What other language? _____
2) What language did your child <b>speak first</b> ? _____ English    _____ Other    What other language? _____
3) What is the language <b>most often</b> spoken by your child at home? _____ English    _____ Other    What other language? _____
4) What language does your child speak <b>outside</b> of the home <b>with friends</b> ? _____ English    _____ Other    What other language? _____
5) What language does your child prefer when <b>reading</b> and/or <b>writing</b> ? _____ English    _____ Other    What other language? _____

### Parent/Guardian Information:

1) What language would you prefer for written communication from the school? _____ English    _____ Other    What other language? _____
2) Would you require interpretation/translation for parent-teacher communication? _____ Yes    _____ No

\_\_\_\_\_  
**Name** of person answering the questions

\_\_\_\_\_  
**Relationship**

\_\_\_\_\_  
**Signature** of person answering the questions

\_\_\_\_\_  
**Date**

Thank you for answering the questions. We look forward to working with you and your child.



## Ankieta Językowa

Witamy Wszystkich w Wspólnocie Szkół Plainville!

Zgodnie z US Department of Education jesteśmy zobowiązani zadać następujące pytania, które pomogą nam poznać jak możemy najlepiej wesprzeć studentów naukowo i społecznie.

Informacje pomagają nam poznać jak możemy najlepiej komunikować się ze sobą. Proszę podzielić się z nami informacją o języku używanym przez rodzinę w domu.



### Informacja Ucznia:

Imię:	Nazwisko:	Data urodzenia:
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1) Jaki jest <b>podstawowy język</b> używany w domu? _____ English _____ Other drugi język? _____
2) Jaki jest ojczysty język dziecka? _____ English _____ Other drugi język? _____
3) Jaki jest język <b>najczęściej</b> używany przez dziecko w domu? _____ English _____ Other drugi język? _____
4) W jakim języku dziecko mówi <b>poza</b> domem z przyjaciółmi? _____ English _____ Other drugi język? _____
5) Jaki język dziecko preferuje, <b>pisany i czytany</b> ? _____ English _____ Other drugi język? _____

### Rodzic / Informacja Guardian:

1) Jaki język wolisz jeśli chodzi o pisemny komunikat ze szkoły? _____ English _____ Other drugi język? _____
2) Czy wymagacie interpretacji / tłumaczenie dla komunikacji rodzic-nauczyciel? _____ Tak _____ No

\_\_\_\_\_  
Imię i nazwisko sekretarki

\_\_\_\_\_  
Relacja z dzieckiem (rodzic itp.)

\_\_\_\_\_  
Podpis osoby odpowiadając na pytania

\_\_\_\_\_  
Data

Dziękuję za odpowiedzi na pytania. Cieszymy się na współpracę z Tobą i Twoim dzieckiem.

## Encuesta sobre el idioma principal

Bienvenido a las Escuelas de la Comunidad de Plainville! De acuerdo con el Departamento de Educación de los Estados Unidos estamos obligados a hacer las siguientes preguntas que nos ayudarán a saber cómo mejor podemos apoyar a su estudiante académica y socialmente. La información acerca del idioma también nos ayuda a saber cómo podemos comunicarnos mejor con usted. Por favor, comparta con nosotros sobre el/los idioma (s) que se hablan en su casa.



### Información del estudiante:

Nombre:	Apellido:	Fecha de Nacimiento:
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1) ¿Cuál es el <b>idioma principal</b> que se utiliza en su hogar? _____ Inglés _____ Otro Qué otro idioma? _____
2) ¿Cuál idioma <b>habló primero su hijo</b> ? _____ Inglés _____ Otro Qué otro idioma? _____
3) ¿Cuál es el idioma que <b>más a menudo</b> habla su hijo en casa? _____ Inglés _____ Otro Qué otro idioma? _____
4) ¿Qué idioma habla su hijo <b>fuera</b> de la casa <b>con sus</b> amigos? _____ Inglés _____ Otro Qué otro idioma? _____
5) ¿Cuál es el idioma que prefiere su hijo cuando <b>lee</b> y / o escribe? _____ Inglés _____ Otro Qué otro idioma? _____

### Información del padre / tutor:

1) ¿Qué idioma prefiere para la comunicación escrita de la escuela? _____ Inglés _____ Otro Qué otro idioma? _____
2) ¿Requieren interpretación / traducción durante comunicaciones entre padres y maestros? _____ SI _____ No

\_\_\_\_\_  
**Nombre** de la persona que respondió las preguntas

\_\_\_\_\_  
**Relación**

\_\_\_\_\_  
**Firma** de la persona respondió a las pregunta

\_\_\_\_\_  
**Fecha**

Gracias por contestar las preguntas. Trabajaremos por el bienestar de usted y su hijo.