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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 (Separate Packet)

Signatures required to complete school file

Parent Information - included

Enrollment Agreement

Tuition Schedule

Parent Jeffco Connect Letter

Jeffco Connect - Quick Reference Guide

Sunscreen Information



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



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
2. Contact details
3. Enrollment details
4. Health details
5. Language 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.

Quick Reference Guide for Parents/Guardians new to Jeffco Schools

Jeffco Connect Login – Parent/Guardian

Login to **Jeffco Connect** from any Internet browser by entering the following url: <https://jeffcoconnect.jeffco.k12.co.us> or by clicking a link located on the school website you intend to register your student.

Once you have accessed the **Jeffco Connect Login** page, click on the **Create New Parent/Guardian Account** button.

Create a Parent/Guardian Account

As a parent/guardian, you will be required to create an account in Jeffco Connect. Once your account is created, you will add each student you plan to enroll at a Jeffco School to your account.

At a minimum, complete all required fields on the form (indicated by a red * asterisk). Upon completing the form click on the **Create Account** button.

The screenshot shows the 'Create Account' form with the 'Personal Information' section highlighted. Fields include First Name, Middle Name, Last Name, Gender (Female/Male), Nickname, and Phone (Home, Primary Text, Emergency, Non-School Hours, Emergency). A note states: 'The preferences selected below are for a messages are not supported for phone nu'.

Add New Student

The screenshot shows the 'Student Information' page with a table containing 'Judy Jetson' in grade 11. The 'Add New Student' link is circled in red.

If your student has never registered/enrolled in a Jeffco School, click on the **Add New Student** link located in the **Student Information** section of the home page.

You will be required to complete all required fields on each of the following forms before you can submit the registration request to a Jeffco School: Student, Residence, Contacts, Enrollment, Health and Language Details.

Please see the **Tips for Adding Residence Information** and **Tips for Adding Contacts Information** or contact the Jeffco School you are requesting to enroll your student if additional assistance is needed.

| |
|------------|
| Student |
| Residence |
| Contacts |
| Enrollment |
| Health |
| Language |
| Summary |

Add Existing Student

If your student has ever attended a Jeffco School, your student already has a student ID number at Jeffco. You will need to know your student's ID number to proceed with their new enrollment request. Contact the Jeffco School you intend to register your student for assistance in obtaining this information.

If you know your student's ID number, click on the **Add Existing Student** link located in the **Student Information** section of the home page. Complete the form and click on the **Save** button. A request to access your student's information will be submitted to the most recent Jeffco School they were enrolled. The school will contact you with the next steps for processing your request.

Tips for Adding Residence Information

When entering residence information for your student(s), the address entered into the Parent/Guardian account will be available in the drop-down menu of the **Residence** section OR a different address may be entered manually.

Follow these steps:

1. After completing the **Student Details** page, click on the **Next** button.
2. Select the address from the drop-down list (if the student's residence address is the same as one in the list). If the address is not already in the drop-down list, select **Enter a New Address** and complete all required fields.

The screenshot shows the 'Residence Address' form with a dropdown menu open, showing 'Enter a New Address' selected. Other options include '100 Orbit Lane Littleton, CO 80128' and '500 Mars Lane Littleton, CO 80128-5819'. Fields for Address, Address2, City, State, and Zip are also visible.

3. Click on the **Next** button to save your changes and advance to the **Contacts** page.

Tips for Adding Contacts Information

When adding a contact, be sure to select either the **Parent/Guardian** option or the **Emergency Contact** option. An emergency contact is anyone other than the parent(s) or legal guardian.

Follow these steps:

1. From the **Contacts** page click on the **Add New Contact** link. Be sure to select the appropriate option for **Parent/Guardian** or **Emergency Contact**.

The screenshot shows the 'Add New Contact' form with 'Parent/Guardian' selected and 'Relationship to Student' dropdown highlighted. Fields for First Name, Middle Name, and Last Name are also visible.

2. Complete all required fields.
3. Be sure to review and check the appropriate permission checkboxes at the bottom of the page:

The screenshot shows the permission checkboxes: 'Allowed to pick up Student', 'Allowed to view student's data on student information sites', 'Allowed to make decisions for Student', 'Allowed to update student's data on student information sites', and 'Court order restricting access to Student'.

4. Click on the **Next** button to save your changes and advance to the **Enrollment** page.

Summary Details - Student

Once all information has been reviewed and is accurate and complete, you will be required to click on the **Submit** button.

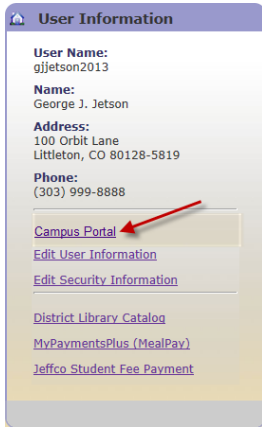
ATTENTION! When the Submit button is enabled, you must click the Submit button for the information to forward to your student's school for processing.

You will be required to read and approve the statement regarding medical aid in the event of an emergency by clicking on the checkbox for **I agree and approve all information** and then click on the **Accept** button. By clicking the **Accept** button you are electronically signing the form.

If you accepted the form, you should see a confirmation message at the top of the page stating **"Your information has been sent to the school."**

When you have finished working in **Jeffco Connect**, please be sure to click on the **Logout** link located at the top right of the page and close your browser window. This will secure your information and ensure that no one can make edits to your account.

Access Campus Portal from Jeffco Connect



User Information

User Name: gjjetson2013
Name: George J. Jetson
Address: 100 Orbit Lane, Littleton, CO 80128-5819
Phone: (303) 999-8888

[Campus Portal](#)
[Edit User Information](#)
[Edit Security Information](#)
[District Library Catalog](#)
[MyPaymentsPlus \(MealPay\)](#)
[Jeffco Student Fee Payment](#)

Once your student has been enrolled at a Jeffco School, you will be able to access **Campus Portal** from **Jeffco Connect**. This will allow you to view your student's grades and attendance if they attend a Middle or High School.

Simply click on the **Campus Portal** link on your **Home** page.

To return to **Jeffco Connect** from **Campus Portal**, click the quick link on the left navigation of your portal view.



Access MyPaymentsPlus (MealPay) from Jeffco Connect



User Information

User Name: gjjetson2013
Name: George J. Jetson
Address: 100 Orbit Lane, Littleton, CO 80128-5819
Phone: (303) 999-8888

[Campus Portal](#)
[Edit User Information](#)
[Edit Security Information](#)
[District Library Catalog](#)
[MyPaymentsPlus \(MealPay\)](#)
[Jeffco Student Fee Payment](#)

Once your student has been enrolled at a Jeffco School, you will be able to access **MyPaymentsPlus (MealPay)** from **Jeffco Connect**. This will allow you 24/7 access to prepay your student's lunch account and view their cafeteria balance and purchase history.

Simply click on the **MyPaymentsPlus (MealPay)** link on your **Home** page.

Access Jeffco Student Fee Payment from Jeffco Connect



User Information

User Name: gjjetson2013
Name: George J. Jetson
Address: 100 Orbit Lane, Littleton, CO 80128-5819
Phone: (303) 999-8888

[Campus Portal](#)
[Edit User Information](#)
[Edit Security Information](#)
[District Library Catalog](#)
[MyPaymentsPlus \(MealPay\)](#)
[Jeffco Student Fee Payment](#)

Once your student has been enrolled at a Jeffco School, you will be able to access **Jeffco Student Fee Payment** from **Jeffco Connect**. This will allow you 24/7 access to pay your student's school fees. Simply click on the **Jeffco Student Fee Payment** link on your **Home** page.

If someone other than the student's parent/guardian will be paying the student's school fees, they may do so by clicking on the following button located on the **Jeffco Connect Login** page:

Pay Jeffco Student Fees Without a Login?

Access District Library Catalog from Jeffco Connect



User Information

User Name: gjjetson2013
Name: George J. Jetson
Address: 100 Orbit Lane, Littleton, CO 80128-5819
Phone: (303) 999-8888

[Campus Portal](#)
[Edit User Information](#)
[Edit Security Information](#)
[District Library Catalog](#)
[MyPaymentsPlus \(MealPay\)](#)
[Jeffco Student Fee Payment](#)

Once your student has been enrolled at a Jeffco School, you will be able to access the **District Library Catalog** from **Jeffco Connect**. This will allow you 24/7 access to the district library catalog where you may help your student locate resources or view their checkout history.

Simply click on the **District Library Catalog** link on your **Home** page.

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 | Propylparaben |
| Benzyl Alcohol | Sorbitan Isostearate |
| Butyloctyl Salicylate | Sorbitol |
| Carbomer | Stearic Acid |
| Dimethicone | Tocopherol |
| Disodium EDTA | Triethanolamine |
| Methylparaben | VP/Eicosene Copolymer |
| Polyglyceryl-3 Distearate | Water |



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.