

# Denver Public Schools (DPS)

## 2009-2010 Preschool (ECE) and Kindergarten Application

### Second Round Application Checklist and Directions



This Application is for children applying for Preschool (ECE) and Kindergarten program in DPS  
Please complete the following sections of the application based on the age of your child:

- 3 yr old preschool program - complete sections A, B, and C.  
(if your child will be 3 by October 1, 2009)
- 4 yr old preschool program - complete sections A, B, and D.  
(if your child will be 4 by October 1, 2009)
- Kindergarten - complete sections A, B, and C.  
(if your child will be 5 by October 1, 2009)

**DPS will not be able to accept an application if any of the following information is missing or incomplete.**

1. Verification of **child's age** must include a copy of **1** of the following:
  - a. child's birth certificate (**or**)
  - b. child's passport (**or**)
  - c. child's baptismal record (**or**)
  - d. child's hospital record showing birth
  
2. Verification of **home address** must include a copy of **1** of the following:
  - a. current lease (**or**)
  - b. mortgage statement (**or**)
  - c. utility bill such as: gas, electric, water, cell phone or cable bill

NOTE: If the parent lives at a home owned by a different person, the home owner must submit a letter, along with a copy of the required documentation covered above, confirming that the applying parent(s) and their child reside at the address.
  
3. Copy of **child's immunization record**
  
4. **4 Year Olds Only** – Must provide verification for **1 month's income for each parent/guardian. Verification** must include a copy of **1** of the following:
  - a. most current check stub(s) (**or**)  
*Stub(s) must be for a period within 6 months of application AND must be for 1 entire month of income*
    - If paid weekly => 4 consecutive pay stubs with dates showing each 1 week pay period;
    - If paid twice a month => 2 consecutive pay stubs with dates showing each pay period;
    - If paid once a month => 1 pay stub with dates showing a full month) **for each parent/guardian's income.**
  - b. 2007 tax return, W-2(s) (**or**)
  - c. a letter from an employer on company letterhead stating pay rate, hours worked each week, and a business phone number and contact name

**If none of these documents are available, you may provide an income affidavit by contacting DPS at 720-424-2639.**

Income verification is not required if:

- Parent was previously approved for food stamps or TANF and have no additional income (**or**)
- Parent/Guardian choose to opt out of providing any income documentation and pay the maximum tuition
- Parent/Guardian are a Non-Denver Resident

# DPS Preschool (ECE) and Kindergarten Application

## Section A: Child and Family Information – All Programs



<p><b>CHILD'S FULL LEGAL NAME:</b>                  Last Name: _____                  First Name: _____                  Middle Name: _____</p> <p><b>SEX:</b>    <input type="checkbox"/> Male    <input type="checkbox"/> Female</p> <p><b>DATE OF BIRTH:</b> _____</p> <p><b>CHILD'S HOME ADDRESS:</b>                  Street Address/Apt: _____                  City, State, Zip: _____</p> <p><b>HOUSEHOLD TELEPHONE:</b> ____-____-_____</p> <p><b>What is the number of members in your household?</b> _____</p>	<p><b>Preschool or Kindergarten Preference:</b>  <input type="checkbox"/> 3 yr old Preschool (if your child will be 3 by October 1, 2009)  <input type="checkbox"/> 4 yr old Preschool (if your child will be 4 by October 1, 2009)  <input type="checkbox"/> Kindergarten (if your child will be 5 by October 1, 2009)</p> <p><input type="checkbox"/> I am registering for Full Day Class  <input type="checkbox"/> I am registering for Half Day Class</p> <p><b>Language Preference: (check one)</b>  <input type="checkbox"/> English    <input type="checkbox"/> Spanish</p> <p><b>Child's Race/Ethnicity: (please check one)</b>  <input type="checkbox"/> American Indian/Alaskan Native    <input type="checkbox"/> Asian or Pacific Islander  <input type="checkbox"/> Black (Not of Hispanic Origin)    <input type="checkbox"/> Hispanic  <input type="checkbox"/> White (Not of Hispanic Origin)    <input type="checkbox"/> Other _____</p> <p><b>Child's Language</b>                  What is your child's primary language?  <input type="checkbox"/> English    <input type="checkbox"/> Spanish    <input type="checkbox"/> Vietnamese  <input type="checkbox"/> Arabic    <input type="checkbox"/> Russian    <input type="checkbox"/> Other _____</p> <p>What is the language spoken at home?  <input type="checkbox"/> English    <input type="checkbox"/> Spanish    <input type="checkbox"/> Vietnamese    <input type="checkbox"/> Arabic    <input type="checkbox"/> Russian  <input type="checkbox"/> Other _____</p>
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<b>Parent/Guardian Residing in the Household Applying for Child:</b>	
<b>Parent/Guardian #1:</b> <input type="checkbox"/> Parent <input type="checkbox"/> Guardian	<b>Parent/Guardian #2:</b> <input type="checkbox"/> Parent <input type="checkbox"/> Guardian
Last Name: _____	Last Name: _____
First Name: _____	First Name: _____
Street Address/Apt: _____	Street Address/Apt: _____
City, State, Zip: _____	City, State, Zip: _____
Work Telephone: _____ Ext. _____	Work Telephone: _____ Ext. _____
Cell Telephone: _____	Cell Telephone: _____
Email: _____	Email: _____



# DPS Preschool (ECE) and Kindergarten Application

## Section B: School Selection – All Programs

**Guidelines for School Selection Process in Second Round:**

The Second Round is where applications are processed on a first come-first served basis after the First Round applicants have been placed. The Second Round window is March 2 through August 28, 2009. Parents may apply to as many Second Round schools as they like with applications taken at each requested school.

Instructions: Please complete the following information listing the school where you would like your child to be considered for a Preschool or Kindergarten program. Applications missing this information will not be processed.

Childs Name: \_\_\_\_\_ For School Use Only: ID# \_\_\_\_\_

*Please write in the school you are applying to below:*

Name of School: \_\_\_\_\_ Date \_\_\_\_\_

**The section below indicates that you are accepting the awarded seat and agreeing to pay the tuition calculated by DPS and/or DPP (see tuition guidelines in appendix) with the opportunity to relinquish.**

By signing below; I understand there are limited Preschool and Full Day Kindergarten program seats in the schools listed above. In consideration of other families who are applying, as well as the orderly administration of the program, I acknowledge and agree, that in the event my child is awarded a seat in any of the schools listed above that the awarded seat will be deemed selected at the time of its award and therefore, absent an affirmative written relinquishment of my child’s awarded seat received by DPS in ten business days from receiving the acceptance packet. I understand that I am responsible for the full tuition and agree to pay the monthly fee (as calculated from the Denver Preschool Program Tuition Credits and/or Tuition Based Programs which are based on my monthly income) once the school year begins. Please note, your selection packet materials will also contain a relinquishment form in the event you do not want to keep the awarded seat.

Signature of Parent/Guardian
Parent/Guardian’s Printed Name
Date (mm-dd-yyyy)

SCHOOL USE ONLY	
Date application received _____	Copy of application to parent/guardian Yes ____ No ____
Application taken by (print name) _____	School number _____
Birth Verification ____	Income Verification ____
Residence Verification ____	Immunization ____
Head Start ____	
Accepted (OR) Waitlisted	Half Day (OR) Full Day
	Household Built?

**DPS Preschool (ECE) and Kindergarten Application**  
**Section C: Household Income Affidavit**  
**For 3 year old and Kindergarten Applicants**



**NON-DENVER RESIDENTS MAY NOT APPLY FOR NOR RECEIVE TUITION ASSISTANCE**

DENVER RESIDENTS ONLY:

I AM NOT APPLYING FOR TUITION ASSISTANCE- YOU DO NOT NEED TO FILL OUT THIS FORM

I AM APPLYING FOR TUITION ASSISTANCE – *PLEASE COMPLETE AFFIDAVIT BELOW*

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

The period of time the income is for: \_\_\_\_\_  
(Month/year)

Gross household income before deductions and expenses (includes food stamps and TANF): \$ \_\_\_\_\_

I hereby certify that the statements above are true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)



# Denver Preschool Program Application

## Checklist

Please review the checklist below and provide the following required documentation for this application. Missing documents may delay the processing of your application.

- 1  Verification of **child's age** may include: copy of the child's Birth Certificate, baptismal record, or hospital record showing birth.
- 2  Verification of **home address** may include: copy of current lease, or proof of home ownership, or utility bill such as your bill for gas, electric, water, cell phone or cable.
- 3  Verification for **one month's income** may include: most current check stubs, wage statement or earnings, tax return or other work documents for each parent/guardian's income. If none of these documents are available, you may provide an income affidavit by contacting (303) 595-4DPP.

## Section D: Tuition Assistance for 4 Year Old Applicant

## Welcome and thank you

for your interest in the Denver Preschool Program!

Denver voters passed the Denver Preschool Program (DPP) to help all Denver children go to quality preschools in the year before kindergarten. DPP also gives grants to improve preschool programs. DPP enrollment is open to all families living in Denver with a child in the last year of preschool before kindergarten.

DPP bases tuition credits on family income, the number of people living at home, the tuition at the family's chosen preschool, and the quality of the preschool. Families may choose part-time, full-time or extended-time preschool programs, as well as preschools outside of Denver, provided that the preschool is enrolled in DPP. Once your preschool is enrolled in DPP and your application is approved, you can begin to receive tuition credits. Over 200 preschool sites are currently participating in the program. If your preschool is not enrolled, we can provide them information on participating in DPP.

Tuition credits range from \$34-\$1,250 per child per month for a 12-month period.

To apply, parents or guardians need to:

- Complete an application.
- Give proof of child's age, of parent and child living in Denver, and of family income for the most recent month.

If your child is in or qualifies for programs such as Head Start, Colorado Child Care Assistance Program (CCCAP), or Colorado Preschool Program (CPP), DPP will coordinate with these programs to determine your tuition credit.

We are happy to have you join the DPP. If you have any questions about your application, tuition credit or enrollment process, please call (303) 595-4DPP or visit our website at [www.dpp.org](http://www.dpp.org)

Sincerely,  
James E. Mejía  
Chief Executive Officer  
Denver Preschool Program

*The Denver Preschool Program does not discriminate against any person on the basis of race, color, religion, national origin, gender, age (except as to the age of the children qualifying for tuition credits), military status, sexual orientation, gender variance, marital status, or physical or mental disability.*

## Section I. Research Study Participation

This Agreement is entered into by the Denver Preschool Program, Inc ("DPP") and the following-named parent or guardian ("Parent") in accordance with this application. The following are the basic terms of the Agreement:

- Parent agrees to participate and to allow their DPP enrolled child to participate in the DPP evaluation. The program evaluation will provide information on how the program is working through interviews, observations and small groups. The information will only be shared with DPP consultants unless DPP and the Parent give approval for sharing information with others.
- Parent understands the importance of the child being in attendance in preschool whenever the preschool is in session and agrees to notify the provider if the child is going to be absent and the reason for the absence when appropriate.
- It is the responsibility of the Parent to comply with the rules and regulations of the provider and DPP, including those relating to absences. Parent understands that DPP can terminate the tuition credit if the Parent or child fails to comply with these rules and regulations.
- Parent understands that the tuition credit is determined in accordance with DPP approved formula that takes into account parental/guardian income, family size, the quality rating of the provider, and the authorized tuition charge of the provider and is dependent upon the annual funding to DPP by the City and County of Denver.
- If Parent has questions about the tuition credit or other issues related to this agreement, Parent should contact DPP (303) 595-4DPP or visit [www.dpp.org](http://www.dpp.org)

## Section II. Preschool Information

Have you selected or enrolled your child into a preschool program?  Yes  N

If yes, list name of preschool below:

Name of Preschool Program: \_\_\_\_\_

Street Address/Apt: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preschool Day: (check one please)

- Part-time class  
(five hours or less)
- Full-time class  
(five to eight hours)
- Extended-time class  
(more than eight hours)

If your child is enrolled in more than one preschool, please provide that information:

Name of Preschool Program: \_\_\_\_\_

Street Address/Apt: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preschool Day: (check one please)

- Part-time class  
(five hours or less)
- Full-time class  
(five to eight hours)
- Extended-time class  
(more than eight hours)

If no, would you like for us to assist you in finding a preschool program?

- Near my home
- Near my work
- Other preferences:

\_\_\_\_\_

\_\_\_\_\_

## Section III. Income Information

**Household Gross Monthly Income** – Please fill in the chart below with work and non-work income information for each parent/guardian in your household and attach documentation for work income. Accepted documents are listed on the front of this application. Information needs to be in monthly totals.

- Work income includes wages/earnings or income from self employment.
- If you are self-employed or do not have proof of income, you may complete an income affidavit by contacting (303) 595-4DPP.
- Non-work income includes TANF, child support/alimony, trust income, Colorado Child Care Assistance Program, etc.  
(List all non-work income below)
- **If you do not wish to provide proof of income and are choosing the minimum level of financial assistance, please check here and skip to next page.**

Name of Parent/Guardian Last Name                      First Name	WORK INCOME Most Recent Gross Monthly Income/Salary/Wages	NON-WORK INCOME TANF, Child Support, Trust Income, etc.	TOTAL All Work and Non-Work Income
	<b>GROSS MONTHLY WORK INCOME TOTAL:</b>	<b>NON-WORK MONTHLY INCOME TOTAL:</b>	<b>TOTAL MONTHLY INCOME:</b>

**Are any of the children you are applying for participating in the Colorado Child Care Assistance Program?**

- Yes     No

# Section IV. Parent Agreement & Release of Information

**All parents/guardians need to read and sign below:**

I authorize the Denver Preschool Program (DPP) to release any information in the Application to DPP partner agencies including the Colorado Child Care Assistance Program, Denver Department of Human Services, Colorado Preschool Program (CPP), Head Start, and Denver Public Schools for the purpose of record keeping and audits. I release Denver Preschool Program from any and all liability arising from the release, review or copying of such information. DPP may require other information in the event of an audit. I declare that the information reported is true, correct, and complete. I agree to provide, if requested, any necessary documentation to support the information reported.

This Agreement is entered into by the Denver Preschool Program, Inc (“DPP”) and the following-named parent or guardian (“Parent”) in accordance with this application. The following are the basic terms of the Agreement:

- Parent agrees to participate and to allow their DPP enrolled child to participate in the DPP evaluation. The program evaluation will provide information on how the program is working through interviews, observations and small groups. The information will only be shared with DPP consultants unless DPP and the Parent give approval for sharing information with others.
- Parent understands the importance of the child being in attendance in preschool whenever the preschool is in session and agrees to notify the provider if the child is going to be absent and the reason for the absence when appropriate.
- It is the responsibility of the Parent to comply with the rules and regulations of the provider and DPP, including those relating to absences. Parent understands that DPP can terminate the tuition credit if the Parent or child fails to comply with these rules and regulations.
- Parent understands that the tuition credit is determined in accordance with DPP approved formula that takes into account parental/guardian income, family size, the quality rating of the provider, and the authorized tuition charge of the provider and is dependent upon the annual funding to DPP by the City and County of Denver.
- If Parent has questions about the tuition credit or other issues related to this agreement, Parent should contact DPP (303) 595-4DPP or visit [www.dpp.org](http://www.dpp.org)

Signature of Parent/Guardian	Preparer’s Signature (If different than parent or guardian)
Parent/Guardian’s Printed Name	Preparer’s Printed Name (If different than parent or guardian)
Date (mm-dd-yyyy)	Date (mm-dd-yyyy)

**FOR OFFICE USE ONLY**

Name of provider requested by parent and date approved by DPP: \_\_\_\_\_

Parent Agreement effective: \_\_\_\_\_ to \_\_\_\_\_.

Denver Preschool Program, Inc., Authorized ACS Manager (Signature) \_\_\_\_\_

**(VERIFIED AGENT USE)** DPP Enrollment Date: \_\_\_\_\_ Provider Star Rating:  0  1  2  3  4

Application Number: \_\_\_\_\_ DPS Student ID # \_\_\_\_\_

Family Annual Income: \_\_\_\_\_ Provider’s License Number \_\_\_\_\_

Tuition Credit: \_\_\_\_\_

Preschool Program #1:  Part-time     Full-time     Extended-time

Preschool Program #2:  Part-time     Full-time     Extended-time

# DPS Preschool (ECE) and Kindergarten Application

## Appendix



### Tuition Rates for Denver Public Schools Early Education Programs

Denver Public Schools' cost to provide preschool for 3 and 4 year olds is \$950 per month per child for full-day and \$450 per month per child for half-day. DPS is able to provide tuition rates far below cost because of additional funding sources such as Denver Preschool Program, Colorado Preschool Program, and Head Start. For more information regarding how tuition rates are determined, please contact the Early Education Department at DPS at (720) 423-8212 or view their website at <http://earlyeducation.dpsk12.org>

### Three Easy Steps to determine the tuition rate for your child:

1. Locate the number of persons in your household in the first column.
2. Once you've located your household size find your total household's gross monthly income in columns A, B, C, D, or E.
3. Once you've determined if your income is in column A, B, C, or D, go down to the program you wish to enroll your child—part-day or full-day preschool. This amount will be the expected tuition rate you can anticipate paying per month.

For example, if you have 4 people in your family with a gross monthly income is \$3, 270 (column B), and you're enrolling your 3 year old child into a half-day preschool program, your estimated tuition rate is \$30.

Your tuition rate will be confirmed by mail upon your selection by DPS.

### Denver Public Schools Preschool 3year old and 4year old Tuition Guidelines

Household Size	A		B		C		D		E	Non-Denver Resident
	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	Monthly Gross Income	All Monthly Gross Income Levels	
	Up to	From	Up to	From	Up to	From	Up to	Greater than		
2	\$2,158	\$2,159	\$2,800	\$2,801	\$3,500	\$3,501	\$3,967	\$3,967		
3	\$2,713	\$2,714	\$3,520	\$3,521	\$4,400	\$4,401	\$4,987	\$4,987		
4	\$3,268	\$3,269	\$4,240	\$4,241	\$5,300	\$5,301	\$6,007	\$6,007		
5	\$3,823	\$3,824	\$4,960	\$4,961	\$6,200	\$6,201	\$7,027	\$7,027		
6	\$4,378	\$4,379	\$5,680	\$5,681	\$7,100	\$7,101	\$8,047	\$8,047		
7	\$4,933	\$4,934	\$6,400	\$6,401	\$8,000	\$8,001	\$9,067	\$9,067		
8	\$5,488	\$5,489	\$7,120	\$7,121	\$8,900	\$8,901	\$10,087	\$10,087		
PROGRAM	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	TUITION PER MONTH	
ECE Half-Day Tuition	Tuition-Free	\$30	\$135	\$195	\$225	\$385				
ECE Full-Day Tuition	Tuition-Free	\$60	\$270	\$390	\$450	\$720				
Non-Refundable Registration Fee (included in first invoice)	\$0	\$15	\$25	\$35	\$50	\$50				

# DPS Preschool (ECE) and Kindergarten Application

## Appendix



### Three Easy Steps to determine the tuition rate for your child:

1. Locate the number of persons in your household in the first column.
2. Once you've located your household size find your total household's gross monthly income in columns A, B, C, D, or E.
3. Once you've determined if your income is in column A, B, C, or D, go down to the program you wish to enroll your child—half-day or full-day preschool. This amount will be the expected tuition rate you can anticipate paying per month.

For example, if you have 4 people in your family with a gross monthly income is \$3, 270 (column B), and you're enrolling your 5 year old into a full-day kindergarten program, your estimated tuition rate is \$90.

Your tuition rate will be confirmed by mail upon your selection by DPS.

### Denver Public Schools Kindergarten Tuition Guidelines

Household Size	A	B		C		D	Non-Denver Resident
	Monthly Gross Income	Monthly Gross Income		Monthly Gross Income		Monthly Gross Income	All Monthly Gross Income Levels
	Up to	From	Up to	From	Up to	Greater than	
2	\$2,158	\$2,159	\$2,625	\$2,626	\$3,500	\$3,500	
3	\$2,713	\$2,714	\$3,300	\$3,301	\$4,400	\$4,400	
4	\$3,268	\$3,269	\$3,975	\$3,976	\$5,300	\$5,300	
5	\$3,823	\$3,824	\$4,650	\$4,651	\$6,200	\$6,200	
6	\$4,378	\$4,379	\$5,325	\$5,326	\$7,100	\$7,100	
7	\$4,933	\$4,934	\$6,000	\$6,001	\$8,000	\$8,000	
8	\$5,488	\$5,489	\$6,675	\$6,676	\$8,900	\$8,900	
PROGRAM	TUITION PER MONTH	TUITION PER MONTH		TUITION PER MONTH		TUITION PER MONTH	TUITION PER MONTH
Kindergarten Full-Day Tuition	Tuition-Free	\$90		\$180		\$270	\$270
Non-Refundable Registration Fee (included in first invoice)	\$0	\$25		\$35		\$50	\$50