

# Family Agreement Form for 2017-18 Preschool For All Tuition Credit

Complete all shaded areas



The Preschool For All (PFA) Tuition Credit Program, which is supported by OECE, ensures that all 4-year olds who live in San Francisco can attend a high quality preschool. Your preschool benefits from investments in quality, and financial support to help pay the cost of preschool for eligible children.

Please complete the following four steps:

- Confirm Eligibility
- Choose Tuition Donation Option
- Consent for Child Development Services
- Acknowledge the Attendance Requirement

## Step 1: Confirming Eligibility

Confirming eligibility requires that you verify your child's home residence (by ZIP Code), and his or her date of birth, by filling-in the shaded areas below and submitting some documents, if your preschool does not already have them on-file.

**RESIDENCY: Enter your family's home ZIP Code**

### Must be a San Francisco Zip Code

Verification of San Francisco Residence may include:

- Copy of lease agreement, landlord letter, or similar
- Current utility bill, insurance policy, or bank statement
- Social services or other government agency letter
- Homeless self-certification

**AT LEAST ONE (1) DOCUMENT FROM EACH OF THE LISTS ABOVE MUST BE ON-FILE WITH YOUR PRESCHOOL**

**CHILD AGE: Enter your child's date of birth (DOB)**

### Must be 9/2/2012 – 12/2/2013\*

Verification of Child Date of Birth may include:

- Birth Certificate or Passport
- Health insurance, endorsed well-check or shot records
- State Preschool CD9600 form (complete & endorsed)
- Head Start Application (complete & endorsed)

\* Notes about Transitional Kindergarten, "TK", offered by SFUSD to children of specific ages:

- **TK-eligible kids in 2017/18, THIS school year, are those born on or between 9/2/2012 and 12/2/2012.** Children who are TK-eligible in the current school year whose families "opt-out" of TK enrollment at SFUSD, are eligible for PFA Tuition Credit Program enrollment this year.
- **TK-eligible kids in the NEXT school year, 2018/19, are those born on/between 9/2/2013 and 12/2/2013.** SFUSD ***will not*** offer kindergarten enrollment to children born after 9/1/2013 in the next school year, 2018/19. They will instead be eligible for [SFUSD "Transitional Kindergarten" \(TK\)](#). SFUSD-TK may be a developmentally-appropriate free early education option for your child after preschool. If your child is eligible for free SFUSD-TK, you should start reviewing your enrollment options and plan to attend the **2017/18 SFUSD Enrollment Fair in October 2017**. Visit [www.sfusd.org](http://www.sfusd.org) for more information. For information about how TK, please call the SFUSD Educational Placement Center at 415-241-6085.

## ELIGIBILITY CONFIRMATION

I acknowledge with my signature below that the above information and all supporting documentation regarding the residence and age of my child(ren) are true and correct, and that this information will be used by my preschool and OECE to verify eligibility for funding of my child(ren)'s enrollment.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT PARENT/GUARDIAN NAME \_\_\_\_\_

PFA-ELIGIBLE CHILD NAME \_\_\_\_\_

# 2017/18 Preschool For All Tuition Credit Enrollment Form

**Complete all shaded areas**



## Step 2: Choosing a Tuition Donation Option

This **PFA Tuition Credit** can be applied to reduce the cost of your own child’s tuition, OR, you may choose to donate it. Choosing a donation option benefits your preschool by using your **PFA Tuition Credit** to increase its scholarship fund. This will help provide access to quality early learning opportunities for families who need additional tuition reduction. Alternatively, you may also apply the **PFA Tuition Credit** to your own child’s enrollment, reducing your family’s cost for the program year.

<b>Choose ONE <input checked="" type="checkbox"/> Tuition Donation Option &amp; Sign Below</b> <b>Your 2017/2018 PFA Tuition Credit will be \$ _____ Per Month</b>			
<input type="checkbox"/> <b>100% Donation</b>	<input type="checkbox"/> <b>50% Donation</b>	<input type="checkbox"/> <b>_____ % Donation</b> <small>Indicate a desired donation amount</small>	<input type="checkbox"/> <b>I do not want to donate my tuition credit</b>
<p><b>My preschool cost, \$_____per month</b>                      For 5 days per week in the program year                      Donate all of my Tuition Credit to my preschool’s scholarships</p>	<p><b>My preschool cost, \$_____per month</b>                      For 5 days per week in the program year                      Share my Tuition Credit with my preschool for scholarships</p>	<p><b>My preschool cost, \$_____per month</b>                      For 5 days per week in the program year                      Share my Tuition Credit with my preschool for scholarships</p>	<p><b>My preschool cost, \$_____per month</b>                      For 5 days per week in the program year                      Use all of my Tuition Credit towards my child’s preschool cost</p>

**Note:** The PFA Tuition Credit is required to be offered to families at a minimum amount of \$4,208 for a program year for both the PFA 9-month and PFA 12-month programs. Your preschool must offer this minimum annual tuition credit to all eligible families. Providers also have the flexibility to offer a higher tuition credit than the required minimum amount. Please talk to your preschool to learn more about their tuition credit offering as it may vary by program.

I acknowledge with my signature below that I agree to the PFA Donation I have indicated by my mark,  above, and that my choice is informed by information included herein without other influence, coercion, or distress.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PFA-ELIGIBLE CHILD NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

# 2017/18 Preschool For All Tuition Credit Enrollment Form

**Complete all shaded areas**



## Step 3: Consent for Child Development Services

As the parent/guardian of a child enrolled in the PFA Tuition Credit Program, I give permission for my child(ren) to receive the services described below. The purpose of these services is to understand and address my child's needs within the context of our family and/or the child care program in which we are enrolled.

Developmental screening using the Age & Stages Questionnaire or other research-based process for early identification of developmental delays	Consultation with preschool staff and/or with qualified specialists regarding my child's development and/or behavior
Consultation with family regarding my child's development and/or behavior.	Developmental assessment using the Desired Results Developmental Profile, Preschool (DRDP-PS)

I understand that the above information regarding my child is confidential and may not be given to employees of other schools, public agencies or individual professionals in private practice without my consent or other legal requirement. My signature on this form provides permission for results of the above-listed service(s) to be shared among staff at my child's program and with consulting staff working directly with my child(ren). Consent for release of information and authorization of communication shall be for the purpose of understanding and addressing my child(ren)'s needs. This consent is voluntary and I understand that I can withdraw my consent for my child at any time. Unless I withdraw this consent, this authorization will be effective for the period my child is continuously enrolled in this program. By signing below I am confirming that I have read, understood and agree to the above conditions and services.

### CONSENT FOR CHILD DEVELOPMENT SERVICES

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: In accordance with the Health Insurance Portability and Accountability Act (HIPAA) and applicable California laws, all personal and health information is private & protected.

## Step 4: Notice about Attendance Requirements

Your program's staff will do all the necessary work to verify to the Office of Early Care & Education (OECE) that their program meets the established quality standards for an OECE funded ECE program.

**Regular attendance, according to your enrollment agreement with the ECE program, is required by all families whose enrollment is funded by OECE.**

Illness and family emergencies are "excused absences" and are explained in your provider's policies or handbook. In addition, OECE-funded children are allowed up to 10 (ten) additional excused absences during the Program Year. These additional 10 absence days include absences for any reason that does not qualify as illness or family emergencies, such as vacation, time with a parent or relative, etc.. Given limited resources, OECE must terminate funding in instances where the child exceeds 10 of these absences (often referred to as "best interest of child" days by some programs).

Your ECE program staff will familiarize you with their process for verifying daily attendance (such as signing-in and signing-out regularly), and establishing reasons for absences. Please be aware that exceeding the maximum allowable unexcused absences will result in your program losing the funding that supports your child's enrollment and you could lose your space in the program.

### ACKNOWLEDGEMENT OF ATTENDANCE REQUIREMENT

By signing below, I acknowledge my understanding of the Attendance Requirement and understand that excessive non-attendance will result in termination of the Office of Early Care & Education funding that supports my child's enrollment.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_