

## Preschool Re-Enrollment Form

For children returning to the Seattle Preschool Program (SPP)

### Child Information

Child First/Last Name:	
Date of Birth:	

### Contact and Address Information

Parent/Guardian First/Last Name:	
Phone(s):	
Email Address:	
Address:	

As a reminder, the Seattle Preschool Program is only open to children who are residents of the City of Seattle.

- Check this box if this is a new address since your child initially enrolled in the program.

**Note: If checked, please submit documentation of your new address. Acceptable documents are listed on the last page of this form.**

### Income Information

**SPP has income requirements for eligibility and, if applicable, tuition. Has your income changed significantly within the past year?**

- No.** My income has not changed within the last year. **No income documentation is needed.**
- Yes.** My income has changed (increased or decreased). Please fill out the income table below. **Note: If your income has changed, please submit documentation of your income. Acceptable documents are listed on the last page of this form.**
- Check this box if you accepted full SPP tuition last year rather than verify your income and re-confirm acceptance of full tuition this year. Tuition is subject to change every school year.

Name of person receiving income	Type of Income ( <i>Wages, Unemployment, Child Support, SSI, etc.</i> )	Annual pre-tax income

**Are you getting help from the SNAP food program or the TANF cash assistance program?**  Yes  No

### Household Members

Check one of the following boxes. Follow applicable instructions.

- Our household size has **not** changed within the last year. *Skip to the next section.*
- Our household size has changed within the last year. *Please fill out the information below.*

Add	Remove	First/Last Name	Date of Birth	Relationship to Child
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**Please only answer if your preschool offers before/after care:**

**Does your family need before/after care outside of the 6 hours of SPP programming?**  Yes  No

If you indicate yes, check with your preschool about availability and schedule for your child to register for before/after care hours. **SPP cannot arrange or secure seats for before/after care.**

**If Yes, Is your family enrolled in a child care subsidy program currently?**  Washington State Working Connections (WCCC)  Best Start for Kids Subsidy  Child Care Assistance Program (CCAP)  Not Enrolled

## **SEATTLE PRESCHOOL PROGRAM PARTICIPATION CONSENT**

The Department of Education and Early Learning (“DEEL”) partners closely with preschool providers (“the Provider”) to provide high-quality services and supports to your child. To participate in the program, participants must agree to the following:

DEEL stores identifiable student data, including enrollment, assessment and attendance information pertaining to your child in a restricted, secure database. Identifiable information may be shared among DEEL, the Provider, Seattle School District No. 1 (“the District”), Public Health- Seattle & King County (“PHSKC”) and the Washington State Department of Children, Youth and Families (“the State”) when necessary to deliver services and ensure continuity provided to preschool students rising through the District’s K-12 education programs.

DEEL may securely share your child’s health-related information with contracted service providers to serve your child’s health, educational, and developmental needs. Health screenings are conducted to identify possible barriers to your child’s learning. With training and support from PHSKC, providers may conduct vision and hearing screenings. In addition, providers may administer the Ages and Stages Questionnaires to screen your child’s developmental progress. Results may be shared with the provider, PHSKC, and DEEL so that additional supports, such as teacher consultation with a PHSKC dietician, nurse, or behavioral health consultant may be provided if needed. If additional actions are recommended for your child, the provider will share the results with you.

Assessments are used to inform teaching practices, support professional development, and evaluate the program. Teachers may observe your child’s physical, cognitive, social, and emotional development and record observations in the Teaching Strategies GOLD® (“TSG”) online assessment tool. Providers and DEEL access TSG using an account shared with the State; TSG results will also be shared with the District.

DEEL Preschool programs strive to prepare your child for kindergarten and beyond. DEEL partners with the District to evaluate how effectively children were prepared. The District will create student identification numbers for the children enrolled in DEEL’s preschool programs to enable the evaluation of long-term effectiveness of the program by monitoring preschool participants’ progress throughout the child’s K-12 experience at the District. DEEL may provide sufficient information to the District via secure file transfer to create District student identification numbers.

DEEL provides teachers with evidence-based coaching and evaluations on their instructional practices. Occasionally, your child may be photographed or filmed during a teacher observation. The teacher is the focus of any recordings, and it will only be viewed by DEEL/SPP staff or external evaluators. For your child’s privacy, all recordings remain confidential and will be deleted within two weeks.\*

Public Health supports classrooms with meeting quality standards and providing official guidance. Occasionally, your child may be photographed or filmed during a Public Health observation. The classroom environment is the focus of any recording, and it will only be viewed by public health partners. For your child’s privacy, all recordings remain confidential and will be deleted within two weeks.\*

DEEL protects families’ and children’s information carefully under the City’s Privacy Standards. There are some circumstances in which information may be shared with the public if required by law. DEEL does not release personally identifiable information for children enrolled in our programs or for their family members/guardians. Please see the Privacy Statement for more information.

DEEL may contact you directly or through your provider to survey you on your experience.

### **Privacy Statement**

The information you provide will be used for the purpose of reviewing your application. The City of Seattle may share the information you provide with City of Seattle departments for the purpose of providing you with information on additional programs for which you may be eligible. If you provide consent to enroll in an additional program for which you are eligible, the City of Seattle may also share the information with City of Seattle departments to enroll you in the additional program. We will not knowingly share your information for enforcement purposes of any kind or for any other reason unless compelled by law. To learn more, please see the Public Records Act (RCW Chapter 42.56). The City of Seattle Privacy Statement explains how we handle the information you give us.

\*DEEL/City of Seattle is an agency subject to the Public Records Act (PRA) and while the foregoing represents DEEL’s operating policy and intended practice, DEEL will comply with any legal obligations requiring preservation or release of records, while asserting any available exemptions or objections.

Continued on the next page.

## Optional Consents

By participating in the Preschool Program, parents/legal guardians agree to all the above. The following are optional consents.

Check the box for each optional consent that you agree to.

- Program evaluation: DEEL may contract with an external evaluator to assess how classroom quality influences children’s learning. External researchers may also conduct child-friendly assessments in language, literacy, math, and behaviors that help children learn. You may opt out at any time. I give permission for my child to participate in child-level assessments for program evaluation.
- Sharing intake documents: Your preschool or childcare provider may request documents from you for administrative purposes. For your convenience, DEEL may share documents submitted to the City with your provider. I give DEEL permission to share proof of age, address, or income documents with my provider.
- Photo/Video Consent: I give permission for my child to be photographed or filmed for Promotional purposes: digital, print, and video related to the City’s preschool programs (continuous consent)

Communication with DEEL: DEEL may contact you during the intake process and with occasional enrollment- related communication. If you would like to be contacted for other reasons, please check the boxes below.

- Participation in interview or funding panels for DEEL or other City departments.
- Email updates from the Department of Education and Early Learning.
- Interview opportunities, quotes, or input.

To revoke any of these consents at any time, please contact DEEL directly in writing at [preschool@seattle.gov](mailto:preschool@seattle.gov) or The Seattle Preschool Program, PO Box 94665, Seattle, WA 98124. This consent will remain in effect until either an updated consent is received, or until 8/31/2027, whichever occurs first.

## Required Parent/Guardian Signature

By signing below, I **1)** consent to my child participating in DEEL’s Preschool Program, **2)** confirm I have read the Privacy Statement, and **3)** confirm I authorize the sharing of data as indicated above. I understand that my participation may be terminated from the program if it is found that I have provided false information, including but not limited to not providing all the information required to determine eligibility and/or falsifying documents.

Parent/Legal Guardian Signature:	
Print Parent/Legal Guardian Name:	
Date:	

# Documents Acceptable for Verification

Please use this information to identify the type and format of documents accepted to verify child age, household address, and income for the Seattle Department of Education and Early Learning's (DEEL) preschool and child care programs.

Pictures or electronic versions of documents are acceptable.

## Address

Families must live in incorporated Seattle to be eligible for DEEL programs. For families in transition, experiencing homelessness, or otherwise unable to provide address documentation, use our Housing Form [found here](#). All documents must include a parent/guardian's full name and be dated within the last three months or identifiable as current. Information on the outside of an envelope is not accepted. Either submit one primary document or two alternative documents.

### Primary Address Verifications

Submit one document from this list:

- Utility bill
  - Examples include gas, water/garbage, internet, light/electrical, cable, landline phone, etc.
- Home/renter's insurance
- Mortgage document
- Signed rental lease
- Housing agency letter
- Rental receipt

### Alternative Address Verifications

Submit two documents from different sources from this list:

- Insurance documents
  - Examples include health, car, rental, etc.
- Financial documents
  - Examples include bank statement, credit card statement, student loan statement, etc.
- Income documents
  - Examples include TANF, SSI, paystub, etc.
- Driver's license
  - Must be current
- Other bills

## Income

Submit documentation for all income the parent/guardian(s) in your household receive. Documentation required depends on the income source. If you are enrolling in the Seattle Preschool Program (SPP) and receiving SNAP or TANF benefits, submit current proof of benefits or sign the DSHS Consent Form [found here](#). No additional income verification is required. Families enrolling in the Seattle Preschool Program who are willing to accept full tuition do not need to submit income documentation, instead complete the Full Tuition Form [found here](#).

### Employment

- Most recent three full months of paystubs
  - Paid Weekly? 12 Paystubs
  - Paid every two weeks? 5 to 7 paystubs
  - Paid bi-monthly? 6 Pay stubs
  - Paid Monthly? 3 Paystubs
- Employer letter or email
  - When paystubs from the prior 3 months are unavailable. Include the start date, hours worked, wage, and dated from the last 90 days
- Self-employed
  - Use the Self-Employment Form [found here](#)
- Other
  - Use the Child Support Form [found here](#)

### Child Support

- Court ordered
  - Official document with the amount

### Student

- Financial aid
  - Award letter & tuition statement

### Other Income

- Public cash benefits
  - Current award letter (TANF, SSI, or other cash benefits) or sign the DSHS Consent Form [found here](#)
- Work study
  - Award letter or supervisor letter with hours/wage
- Other Income
  - Three months of statements
- Rental income
  - "Schedule E" tax document from the most recent tax year