

Preschool Application 2025- 2026

*Revised February 2025

Dear Parents and Guardians,

In order for your child to be considered for acceptance into the Bedford City Schools Preschool Program, you must complete and return these items to:

Erin N. Black

475 Northfield Rd

Bedford, OH 44146

eblack@bedfordschools.org

- ❖ Application Form
- ❖ Photo & Roster Permission

- ❖ Proof of Income
 - at least one of the following **must be attached** to your returned application
 - W-2's for all income
 - 1040's for all income
 - Two most recent paystubs
 - Public assistance letter

- ❖ Please do not attempt to register before receiving an acceptance letter into the program.



Applications will be accepted through **Friday, May 9, 2025** to be considered for the lottery **for new preschool students.** Applications received after this date will be placed on a wait list, should a spot become available.



Full-Time Programming

Please read the following in its entirety for a full understanding of the program requirements.

Program:

- Full-time session is Monday through Friday with every third Wednesday of the month for a records day for staff members, therefore, school is not in session.
- Hours of operation:
 - Glendale and Central Primary School
 - 8:05 AM - 3:00 PM
 - Drop off = 8:05 AM - 8:15 AM
 - Tardy bell = 8:15 AM
 - Pick up = 2:50 PM - 3:00 PM

Participation Requirements:

- **Children must be four years old on or before August 1, 2025, for the full-time classroom.**
- Compliance with preschool regulations, which includes required paperwork/physicals, and conferences
- Compliance with the communicable disease policy, including requirements for immunizations and physical examination before the school entrance
- **Transportation will not be provided.** It is the parent's responsibility to transport the child to and from school
- Children must maintain a positive attendance record to avoid exclusion from the program
- Parents are required to drop off and pick up their children on time to avoid exclusion from the program
- **Tuition is \$95.00 per week**, which is billed monthly.
 - Dates are determined according to each school year's calendar.
 - Poverty guidelines will be utilized to determine a sliding fee schedule/reduced tuition for students. (This will be determined by proof of income documents.
 - Verification of all household income is mandatory.
 - If the family income changes, you are required to inform Erin N. Black
 - We are anticipating ECE funding. If you receive Publicly Funded Childcare you may qualify for the Early Childhood Grant. Families that fall within a specific income bracket may qualify. You must provide your acceptance letter to Erin Black before your tuition is collection. <https://ssp.benefits.ohio.gov/apspsp/ssp.portal>
- Children must be potty trained before the first day of school

Please initial that you read and understand: _____

Application procedure:

- Please refer to the mandatory forms needed, which are located on the front page of the application.
 - Upon acceptance into the program, more forms will be required to be completed per the state.
- Return the application packet to Erin N. Black at 475 Northfield Rd.
 - *If incomplete*, the family will be notified detailing the required information that is missing. An opportunity to resubmit will be given.
- All applicants will be notified regarding acceptance into the programming by an electronic letter.
 - Directions on how to enroll/register your student will be provided after acceptance into the program
 - Families will receive and sign a tuition payment calendar that details financial obligations and payment schedule.
 - Once slots are filled, a waitlist will be established.

Part-Time Programming

Please read the following in its entirety for a full understanding of the program requirements

Program:

- AM Session: Monday through Thursday
 - Glendale Primary School
 - 8:25-11:10 AM
 - Tardy bell at 8:40 AM
 - Central Primary School
 - 8:25 AM - 11:10 AM
 - Tardy bell at 8:40 AM
- PM Session: Monday through Thursday
 - Glendale & Central Primary School
 - 12:30 PM - 3:10 PM
 - tardy bell at 12:40 PM
- Classroom assignment is completed by staff. Special requests cannot be considered.
- Children will meet the criteria for peer models, as determined by Bedford City Schools

Participation Requirements:

- **Children must be three years old on or before August 1**
- Compliance with preschool regulations, which includes required paperwork/physicals, and conferences
- Compliance with the communicable disease policy, including requirements for immunizations and physical examination prior to school entrance
- **Transportation will not be provided.** It is the parent's responsibility to transport the child to and from school
- Children must maintain a positive attendance record to avoid exclusion from the program
- Parents are required to drop off and pick up their children on time
- **Fee is \$20.00 per week**, which is billed monthly.
 - Dates are determined according to each school year's calendar.
 - Poverty guidelines will be utilized to determine a sliding fee schedule/reduced tuition for students.
 - Vouchers are not accepted.
 - Verification of all household income is mandatory.
 - If the family income changes, you are required to inform Erin N. Black
- Children must be potty trained before the first day of school

Please initial that you read and understand: _____

Application procedure:

- Please refer to the mandatory forms needed, which are located on the front page of the application.
 - Upon acceptance into the program, more forms are required to be completed per the state.
- Return the application packet to Erin N. Black at 475 Northfield Rd.
 - *If incomplete*, the family will be notified detailing the required information that is missing. An opportunity to resubmit will be given.
 - All applicants will be notified regarding acceptance into the programming by an electronic letter
 - Directions on how to enroll/register your student will be provided after acceptance into the program
 - Families will receive and sign a tuition payment calendar that details financial obligations and payment schedule
 - Once slots are filled, a waitlist will be established

Bedford City School District

Application Form

Reminder:

***Students must be 3 years old on or before August 1st for the part-time program.**

***Students must be 4 years old on or before August 1st for the full-day program.**

Child's Name: _____ **Gender:** Female or Male

Address: _____ **City:** _____

Date of Birth: _____

Parent or Guardian's Name: _____

Parent or Guardian's Phone Number(s): _____

Parent or Guardian's Email address: _____

*Please contact the district throughout the application period to update any changes to contact information, including a current phone number.

Family Preference: _____ Part Time Program AM or PM (circle) _____ Full Time Program

*Family preference is not guaranteed; efforts will be made to accommodate family preferences, but please understand there is not a guarantee.

Parent or Guardian's Signature: _____ **Date:** _____

Office use ONLY:

UPK/part	UPK/full	ECE	PL %	EMIS PL %
Age before August 1st 3, 4, 5	Home School: Central or Glendale	Amount for Tuition Contract: _____		

Classroom Assignment: _____

Bedford City School District

The following information is needed to meet the criteria required by the
Ohio Department of Education Preschool Law 3301-37 and 3301-38

Child's Name: _____

Parent's Name: _____ (print)

Parent's Signature: _____ Date: _____

Roster Verification: A roster will be created for each classroom and provided upon request.

_____ I give permission to include my child's name, parent's name, address, and phone number on the roster.

_____ I do **not** give permission to include my child's name, parent's name, address, and phone number on the roster.

Permit to Photograph: Photos and videos taken of your child can be used in district and school publications such as newsletters, brochures, newspapers, websites, and other district-approved social media platforms.

_____ I give permission for my child to be photographed and/or videotaped for the above-listed purposes.

_____ I do **not** give permission for my child to be photographed or videotaped for the above-listed purposes.

Child Release Information:

If you cannot be reached, our school personnel will check our District database to authorize that your child can be released to individuals who have been identified by you. Please be sure to update this information if there are changes.

I

Please attach financial information to this packet.

