

Centerville City Schools

March 10, 2018

Dear Parent,

As a parent of a prospective kindergartner, we welcome you to Centerville City Schools for the 2018-2019 school year. If your child will turn 5 years of age before September 30, 2018, you are invited to register your child for kindergarten.

Centerville City Schools offers kindergarten in two buildings, Primary Village North, located at 6450 Marshall Road, (937) 438-6062, and Primary Village South, located at 8388 Paragon Road, (937) 312-1273. Your home address at the time of enrollment will determine which building your child will attend. To determine which building is in your area of school attendance, feel free to contact the district's transportation department at (937) 885-7776 (www.centerville.k12./about-us/district-maps) or either building listed above.

Included in the kindergarten enrollment packet is a checklist to assist parents in completing all necessary paperwork. Once you have all paperwork completed, you may register at your determined building between 8:30 A.M. and 3:30 P.M. You do **not** need to bring your child with you to register.

Once your registration is complete, you will be given the opportunity to choose a date and time to bring your child in for kindergarten screening. This year's screening will be held between April 30 and May 10. Please bring your calendar so that you can choose a date and time that best meets your schedule.

We look forward to working with your family. Please feel free to contact us at the numbers below if you have questions.

Sincerely,

Mindy Cline, Principal
Primary Village North
(937) 436-6062

Amy Allen, Principal
Primary Village South
(937) 312-1273



Centerville City Schools

Kindergarten Enrollment Checklist

Date_____	Student's Name_____
DOB_____	School_____
Parent/Guardian_____	

All of the following must be presented and completed at the time of enrollment.

- A copy of Driver's License or State issued photo ID of individual enrolling student will be made at registration.

PROOF OF BIRTH (Check one):

- | | |
|--|--|
| <input type="checkbox"/> Student's certified Birth Certificate | <input type="checkbox"/> Birth Affidavit |
| <input type="checkbox"/> Passport | <input type="checkbox"/> Hospital Record |
| <input type="checkbox"/> Baptism Certificate | |

PROOF OF RESIDENCY (Check one):

- Mortgage papers, or property tax bill, or copy of deed
- Current signed lease agreement with the landlord's name, address, and telephone number
- House under construction or purchase agreement. Contact Central Enrollment at 433-8841
- Resident affidavit (if living with another person or subleasing) Contact Central Enrollment or individual schools.

PROOF OF CUSTODY: (Check one):

- Child lives with natural parent(s)
- Parents married or separated, living apart in different school districts (students can attend either school district)
- Guardian (must show copy of court order granting custody)
- Mother of student never married to father (mother has school custody)
- Father of student never married to mother (father must have custody documents) (*ORC 3109.04.2*)
- Parents divorced (parent **must** provide a copy of court-ordered custody agreement showing which parent is Residential Custodian of child for school purposes)
- Children Services/Foster Placement (Children Services caseworker or foster agency representative **must** present court entry or safety plan)
- Non-parent, i.e., family member, family friend, etc. (Individual must provide paperwork at the time of enrollment showing that they have custody or have filed for custody. **May** enroll for 60 days)
- Grandparent Power of Attorney (*ORC 3109.52*)/Caretaker Affidavit (*ORC 3104.65*)
- Out-of-State Power of Attorney

ADDITIONAL ENROLLMENT REQUIREMENTS:

- Special Education/504 Plan Form (Attachment B)
- Understanding Residency Requirement (Attachment C)
- School Language Information (Attachment D)
- Kindergarten Session Preference Form
- Immunization Information Form
- Emergency Medical Authorization Form

IMPORTANT:
Please print this enrollment packet ONE-SIDED so forms can be routed to the appropriate offices. Thank you!

Glossary

Certified Birth Certificate – A birth certificate is issued by a state’s health department, state registrar or local registrar. The Birth Certificate shall be **certified** as a true copy by either the health department or registrar’s office. The birth certificate must contain either a raised seal or a rubber stamp seal.

Baptism Certificate – a religious record showing the date and birth place of the student.

Birth Affidavit – a document that issued by a court certifying the date and place of birth of the student.

Residence – where the parents sleep a majority of the time, where mail is received, where meals are eaten and where parents are registered to vote.

Grandparent Power of Attorney – allows for the student’s grandparents the ability to enroll the child in school, to obtain educational and behavioral information and to consent to all school-related matters. Legal custody of the child remains with the child’s parent, guardian or custodian. (ORC 3109.52)

Caretaker Affidavit – when a grandparent has made “reasonable attempts” to locate and contact both of the child’s parents or the child’s guardian or custodian and has been unsuccessful, the court can issue an affidavit giving a grandparent the same rights under the Grandparent Power of Attorney. (ORC 3109.65)

Residence Affidavit – when a student and their parent(s) move in with a family friend or relative and the student’s parent is unable to provide proof of residency. The parent can complete a residence affidavit and have it notarized.

STUDENT ENROLLMENT FORM

SCHOOL USE ONLY	STUDENT ID _____	ENROLLMENT DATE _____
	BUILDING _____	FAMILY/POD/UNIT _____

Information supplied on this form is required under provisions of Ohio Law and the Ohio Department of Education

PLEASE PRINT – Parent/Guardian should complete all information:

STUDENT DATA

NAME _____ GENDER: M / F
Last First Middle

GRADE _____ CITY OF BIRTH _____ DATE OF BIRTH _____

SOCIAL SECURITY # _____ TRANSFER FROM _____
School City/State

ETHNIC INFORMATION (required by Federal law): Are you Hispanic/Latino: _____ Yes _____ No

Select one or more races from the following five racial groups:

_____ American Indian/Alaska Native _____ Asian _____ Black/African American
_____ Native Hawaiian/Other Pacific Islander _____ White

NATIVE LANGUAGE (IF OTHER THAN ENGLISH) _____

HAS YOUR CHILD ATTENDED SCHOOL IN THE UNITED STATES FOR LESS THAN THREE (3) YEARS? Y / N

FAMILY EMAIL ADDRESS _____

ADDRESS: House # _____ Apt. # _____ Street _____
City _____ Zip _____

HOME PHONE NUMBER _____ Unlisted? (Y/N) PARENT'S CELL NUMBER _____

PARENTAL STATUS _____ Married _____ Never Married _____ Separated _____ Divorced _____ Deceased Parent _____ Mother _____ Father	RESIDENCY STUDENT LIVES WITH (check one): _____ Mother Only _____ Father Only _____ Mother & Father _____ Mother & Stepfather _____ Father & Stepmother _____ Foster Parent** _____ Guardian/Grandparent _____ Host Family _____ 18 years old, lives apart from parent and is self Supporting
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FAMILY DATA

PARENT/GUARDIAN #1 _____ RELATIONSHIP TO STUDENT _____

EMPLOYER _____ ARE YOU ACTIVE MILITARY Yes _____ No _____

E-MAIL ADDRESS _____ Armed Forces _____ National Guard _____

WORK PHONE _____ EXT _____ CELL PHONE _____

PARENT/GUARDIAN #2 _____ RELATIONSHIP TO STUDENT _____

EMPLOYER _____ ARE YOU ACTIVE MILITARY Yes _____ No _____

E-MAIL ADDRESS _____ Armed Forces _____ National Guard _____

WORK PHONE _____ EXT _____ CELL PHONE _____

SIBLINGS ATTENDING CENTERVILLE SCHOOLS:

NAME	DOB	SCHOOL/GRADE
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACTS NOT LISTED UNDER FAMILY DATA

EMERGENCY CONTACT 1: _____
Name Relation Phone Cell

EMERGENCY CONTACT 2: _____
Name Relation Phone Cell

EMERGENCY CONTACT 3: _____
Name Relation Phone Cell

STUDENT'S DOCTOR _____ Phone _____

TRANSFER FROM _____
School City/State

PLEASE CHECK THE STATEMENT THAT BEST DEFINES THE STUDENT'S MOST RECENT ENTRY INTO THE CENTERVILLE CITY SCHOOLS:

- ___ 1 - Student transferred from Home Schooling in Ohio
- ___ 2 - Student transferred from out of state/out of country
- ___ 3 - Student transferred from a nonpublic school in Ohio
- ___ 4 - Student enrolling for first time in Ohio public school/ community school because of age (Preschool/Kindergarten)
- ___ 5 - Not enrolled in an Ohio public district or community school since 2003 for reason other than listed above
- ___ 6 - Transferred from another Ohio public/community school
- ___ 7 - Previously enrolled in this school district
- ___ 9 - Student previously enrolled in preschool program

RE-ENTRY: Has this student ever attended a Centerville City School? ___ Yes ___ No

If yes, which school building? _____

SCHOOL SERVICES

Has this student been in any **special/gifted** programs in school? ___ Yes ___ No

If yes, what program? _____

Does the student have a current: **IEP** ___ Yes ___ No **504 Plan** ___ Yes ___ No

Has the student received Special Education Services in the past? ___ Yes ___ No

I CERTIFY THAT THE INFORMATION PROVIDED TO THE BEST OF MY KNOWLEDGE IS TRUE. All registration information is subject to review by the Student Services Department. If false or misleading information is given regarding residency, back tuition may be assessed and student withdrawn from school. It is the responsibility of the parent/guardian to notify the building principal upon a change of address or living conditions. Failure to comply could lead to tuition charges, school records withheld and/or athletic eligibility voided.

SIGNATURE _____ DATE _____

ATTACHMENT B

CENTERVILLE CITY SCHOOLS

Special Education/504 Plan Form

Student Name: _____

Date of Birth: _____

_____ Student is **NOT** currently receiving special education services.
If checked, you do not have to complete the rest of the form—just sign at the bottom.

_____ Student **IS** currently receiving special education services and being served on an IEP
(Individualized Education Plan).
If checked, please fill out the rest of the form and sign at the bottom.

_____ Student **IS** currently on a 504 Plan.

_____ I have provided a current copy of the IEP.

_____ I do not have a current copy of the IEP.

_____ I have provided a copy of the Multifactorial Evaluation (MFE).

_____ I do not have a current copy of the MFE.

_____ I have provided a 504 Plan statement.

_____ I have signed the record release form giving my permission to release Special
Education or 504 Plan information to the Centerville City Schools' Student Services
Department.

Parent/Guardian Signature

Date

ATTACHMENT C

CENTERVILLE CITY SCHOOLS

Understanding Residency Requirements

- The schools of the Centerville City School District shall be tuition free to all school residents between five and twenty-one.
- A student is considered a resident if he/she resides with a parent or parents or person or governmental agency with legal custody whose place of residence is within the boundaries of the District.
- A legal residence is one where the parents/guardians and children engage in major family life activities such as eating, sleeping, receiving mail, voting, etc.
- A student, at least 18 but not 22 years of age, who resides in the district, lives apart from his/her parents and who supports himself/herself by his/her own labor is eligible for entrance.
- A child may attend the district as a resident for a period not to exceed sixty days on the sworn statement of an adult resident of the district that he/she has initiated legal proceedings for custody. A copy of the application form and a copy of the form listing the date and time of the hearing must be presented.

I understand that if my child attends Centerville City Schools while not being eligible to do so tuition free, I will be responsible for tuition at a rate set by the Treasurer of the Centerville City Schools according to law, plus administrative costs, court costs, and any attorney fees incurred in the collection of these sums and that the student will immediately be withdrawn from the Centerville City School District.

I have read and understand the above statements.

Name: _____ Signature: _____

Date: _____

Attachment D

CENTERVILLE CITY SCHOOLS

Home Language Survey

Parents: We ask the questions below to make sure your child receives the education services he or she needs. The answers to the questions in Section A will tell your child's school staff if they need to check your child's proficiency in English. This makes sure your child has every opportunity to succeed in school. The answers to Section B will help school staff communicate with you in the language you prefer.

Student's Last Name _____ First _____ Middle _____

Date of Birth _____ Place of Birth: City _____ State _____ Country _____

Section A

1. What are the primary language(s) spoken in your home? _____
2. What language does your child use most frequently? _____
3. Which language did your child learn first? _____
4. What language do you use most frequently with your child? _____
5. Is English the main language your child speaks? _____
6. How long has your child attended school in the United States? _____
7. What was your child's last year of schooling outside the United States? _____
8. How many years of education did your child complete in another country? _____
9. In what language(s) has your child received instruction? _____
10. Please share additional information to help us better understand your child's English language experiences.

Section B

1. In which language do you want to get written information from the school? _____
2. In which language do you prefer to receive oral or spoken information from the school? _____

Printed Name (Parent/Guardian): _____

Signature (Parent/Guardian): _____

Date: _____

ID# _____
School use only



Centerville City Schools



Kindergarten Session Preference Form 2018-2019 School Year

Please print:

CHILD'S NAME: _____ MALE: _____ FEMALE: _____

CHILD'S DATE OF BIRTH: _____

PARENT NAME: _____ PHONE #: _____

ADDRESS: _____

PREFERENCE: AM _____ PM _____ NO PREFERENCE _____

PVN HOME SCHOOL: JOHN HOLE _____ DRISCOLL _____ STINGLEY _____ NORMANDY _____ (FOR GRADES 2-5)

PVS HOME SCHOOL: NORMANDY _____ CLINE _____ WELLER _____ (FOR GRADES 2-5)

We understand that at times working parents encounter problems with daycare transportation. However, please be aware that there are daycares in the area who do deliver and pick-up afternoon students.

We cannot guarantee session placement based on daycare transportation schedules. Session requests will be honored if possible, but not guaranteed.

Comments or additional information: _____

____ I am interested in the Young Five's program **if screening results indicate that placement for my child.**



Centerville City Schools Transportation Information

Welcome to Centerville City Schools. The Transportation Department is made up of 2 supervisors, 4 secretaries, 4 bus mechanics, and close to 150 bus drivers and aides. We operate 120 buses and over 600 individual bus routes every day. Please go to the Centerville City Schools Transportation Department webpage for more information at <http://www.centerville.k12.oh.us/students-parents/transportation>.

When students register and are added to our database, it may take 48 to 72 hours before transportation information is available. This time is required to route your student(s) and notify the necessary personnel.

Transportation information specific to your student(s) will be available from the Home Access Center (HAC) at <https://hac.centerville.k12.oh.us>

If you have never accessed the HAC, use the Register link to create your account. This link can be found in the Login box. In order for this process to work, we must have a valid email address on record for you. You also will need to confirm the parent or guardian(s) name and the zip code we have on file. If you have trouble completing the registration process, please send an email to hac@centerville.k12.oh.us

Thank you and again welcome to Centerville City Schools!

The Centerville Transportation Department

Centerville City Schools (New Students)

Centerville City Schools takes great pride in transporting over 9,000 students to 14 public and 16 private schools. The Transportation Department is consistently routing new students as well as making changes to bus routes.

We would appreciate your assistance in the efforts to establish more effective routes. If you would indicate below what the plan is for your student(s) transportation needs it would assist greatly in providing efficient bus routes.

Today's Date _____

School _____ School Year _____

Student Name _____ ID _____ Grade _____

Address _____ Phone _____

_____ Bus Rider (any time)

_____ Bus Rider AM only

_____ Bus Rider PM only

_____ Parents transporting both ways or personal transportation

Parents Printed Name: _____ Parent Signature: _____

This information is to help establish more effective bus routes. If your student's transportation needs would change at any time, please call the Transportation Office at 937-885-7776 and we would be glad to place your student on the bus route.

STUDENT NAME _____
(Please print) Last First (ID #)

Centerville City Schools

EMERGENCY MEDICAL AUTHORIZATION FORM

(Ohio Revised Code 3313.712)

Date of Birth _____ Home Phone _____

School _____ Address _____

School Year _____ Grade _____ City _____ Zip _____

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached. This information will be shared, as necessary, with teachers, bus drivers, administrative staff, health personnel including student nurses, and other school personnel.

Residential Parent or Guardian

Mother's Name _____ Daytime Phone _____ Cell _____

Father's Name _____ Daytime Phone _____ Cell _____

Emergency 1. _____ Daytime Phone _____ Cell _____

Contacts: 2. _____ Daytime Phone _____ Cell _____

3. _____ Daytime Phone _____ Cell _____

STUDENT HEALTH SECTION MUST BE COMPLETED

Required forms are available from your school nurse or www.centerville.k12.oh.us

No medical conditions No allergies Medication allergy: _____

Allergic to:

Requires treatment with epi-pen/antihistamine-- *Emergency Allergy Plan/Epinephrine Authorization required*

No medication required for allergy treatment-- *Allergy No Medication Form required*

Asthma

Requires inhaler/nebulizer at school-- *Asthma Action Plan/inhaled asthma medication authorization required*

No inhaler/nebulizer required at school-- *Asthma/No Medication Plan required*

Diabetes Requires Insulin Requires oral diabetes medications _____

Seizure Disorder Type: _____

Requires Emergency rescue medication-- *Contact school nurse for care plan. Prescription/Non-Prescription authorization form required*

No emergency rescue medication require-- *Contact school nurse for care plan*

Heart/blood problems: _____

Other (Specify) _____

Medications taken at home: _____

Medications to be given at school: _____

Requires Prescription/Non-Prescription authorization form

PART I OR II MUST BE COMPLETED

PART I: TO GRANT CONSENT

I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Phone _____

Dentist _____ Phone _____

Medical Specialist _____ Phone _____

Local Hospital/Emergency Room Phone _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for: 1) the administration of any treatment deemed necessary by above named doctors, or, in the event the designated practitioner is not available, by another licensed physician or dentist; and 2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

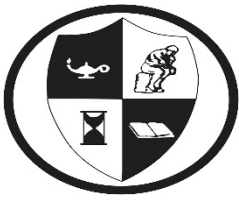
Signature of Parent/Guardian Date

PART II: REFUSAL TO CONSENT

I do **NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:

Signature of Parent/Guardian Date

1/2018



Centerville City Schools

111 Virginia Avenue
Centerville OH 45458

Immunizations Required For School Admittance

In order to comply with the State of Ohio Immunization Guidelines for the current school year, we are asking that **UPON REGISTRATION** you provide the most recent copy of your child's current immunization, even if it is not complete at this time. After the school nurse reviews your child's immunization record, you will be provided with documentation of what immunizations are still required, if any, for your child's admittance to school.

The Ohio Department of Health, under the authority granted in Sections 3313.671 and 3701.13 Ohio Revised Code, has established the following minimum requirements for public and nonpublic schools:

Section 3313.671, Part (3): A pupil who presents a written statement of his parent or guardian in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

Section 3313.671, Part (4): A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.

The immunization code does permit a waiver to be signed for your child against taking the immunization. However, if during the course of an outbreak of any of the aforementioned vaccine preventable diseases, that the student who has filed an exemption, may face exclusion from school, at the direction of the local health department, for the duration of the outbreak.

VACCINES	FALL 2018 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DTP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	Kindergarten Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required.
POLIO	Kindergarten Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	Kindergarten Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	Kindergarten Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
Varicella (Chickenpox)	Kindergarten Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.



Centerville City Schools

SCHOOL _____

SCHOOL HEALTH EXAMINATION RECORD

GRADE _____

PLEASE PRINT

CHILD'S NAME *LAST* *FIRST* *MIDDLE* BIRTHDATE HOME ADDRESS RESIDENCE PHONE

FATHER/GUARDIAN'S NAME PLACE OF EMPLOYMENT BUSINESS PHONE

MOTHER'S/GUARDIAN'S NAME PLACE OF EMPLOYMENT BUSINESS PHONE

WITH WHOM DOES CHILD LIVE? RELATIONSHIP TO CHILD

PHYSICIAN'S NAME ADDRESS OFFICE

IMMUNIZATIONS (Month/Day/Year)						PHYSICAL ASSESSMENT	SCREENING TESTS			
TYPE	DATE	DATE	DATE	DATE	DATE		VISION	DATE	Rt.	Lt.
DTaP/DT						Check one: <input type="checkbox"/> Entirely within normal limits <input type="checkbox"/> Abnormalities as follows:	Distance Acuity			
Polio							Muscle Balance			
MMR							HEARING	DATE	Rt.	Lt.
<i>If given separately</i>								Puretone		
Measles						Is there any reason why the student cannot carry out a full program of school work? <input type="checkbox"/> YES <input type="checkbox"/> NO	Tympanometry			
Mumps							Other			
Rubella							Comments:			
HIB							DENTAL INFORMATION:			
Hepatitis B						Dentist's Name: _____				
Varivax (Chicken Pox)						Phone: _____				
Pneumococcal (PCV)						Date of last exam: _____				
Hepatitis A						Comments:				
Tuberculin		Test		Result		Signature of Physician				
FOOD ALLERGIES:										

PLEASE COMPLETE BOTH SIDES OF FORM

CHILD'S HEALTH HISTORY:

Allergies: *Please list and describe allergies or reactions to:*

Medicines/drugs: _____

Food/plants/animals/insects/other _____

Recommended treatment if allergy is severe _____

Injuries and Illness *Please list any severe injury, illness, or other health condition your child has had:*

Injury/Illness	Date or Age of Child	If hospitalized, where, when?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information:

What medications are given daily? (include dosage and time given) _____

What medications are given frequently but not daily? _____

Do you have other comments or concerns about your child's health or development that you would like the school to be aware of? If yes, explain briefly:

Is there anything about your child that the teacher needs to know to understand him/her better?

Parent/Guardian Signature