



## CA State Preschool Program (CSPP) Registration Instructions

2022-2023 SCHOOL YEAR

**559.327.9180**

[www.cusd.com](http://www.cusd.com) (schools/programs/preschool)

### STEP 1

- **CHECK BIRTHDATE:** A child is eligible for CUSD preschool if the child:
  - is 4 on or before 2/2/2023
  - turns 5 on or after 9/2/2022
- **STATE QUALIFY BASED ON ONE OR MORE OF THE FOLLOWING:**
  - At-risk of abuse, neglect, and/or exploitation
  - Child Protective Services (CPS)
  - Homelessness
  - Children with exceptional needs
  - Current CalWORKS cash aid recipient
  - Income Eligible
  - FRPM Resident
- **GO TO OUR WEBSITE at [www.cusd.com](http://www.cusd.com) (schools/programs/preschool), CLICK ON THE REGISTRATION LINK AND COMPLETE THE ON-LINE APPLICATION. PRIOR TO CLICKING SUBMIT, BE SURE TO MAKE A PACKET PICK UP APPOINTMENT.**

**STEP 2 – THE FOLLOWING DOCUMENTATION IS REQUIRED FOR EVERY CHILD. DOCUMENTATION MAY BE UPLOADED DURING THE ONLINE APPLICATION PROCESS OR COPIES MAY BE PROVIDED AND RETURNED WITH THE COMPLETED PACKET.**

- BIRTH CERTIFICATE/S, or any legal document that verifies date of birth for *EVERY CHILD in household under 18 years of age* AND verifies relationship to each parent.**
- CHILD'S IMMUNIZATION RECORD.** TB CLEARANCE is **required**. **NOTE:** Foreign born children or children that resided in a foreign country must provide TB clearance **PRIOR TO ENROLLMENT**. Effective 1/1/2016 per state law, all immunizations are **required**.
- PHYSICAL EXAM REPORT** conducted within 12 MONTHS PRIOR TO FIRST DAY OF SCHOOL is **DUE** within the **FIRST 2 WEEKS OF SCHOOL**. (not required at time of registration)
- PROOF OF RESIDENCE, i.e.** CA Driver's License, PG&E bill, or other utility bill.  
**IF LIVING WITH A FAMILY MEMBER** bring in their utility bill with a letter from them stating you and your family live there and any financial responsibility they assume, sign and date letter. Include a photo ID copy of signator.

**STEP 3 - GATHER THE FOLLOWING QUALIFYING DOCUMENTATION that best meets your family situation:**

- AT-RISK DOCUMENTATION**
  - Written referral, dated within six months of application for services and includes:
    - Statement from a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public)
    - The probable duration of the need for childcare and development services.
    - Name, address, phone number and signature of the legally qualified professional.

**CHILD PROTECTIVE SERVICES (CPS) DOCUMENTATION:**

- Written referral, dated within six months of application for services and includes:
  - Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services and that childcare and development services are a necessary component of the CPS plan.
  - The probable duration of the need for childcare and development services.
  - Name, address, phone number and signature of the legally qualified professional.

**HOMELESSNESS DOCUMENTATION:**

- Written referral from an emergency shelter or other legal, medical or social service agency or written parental declaration that the family is homeless and a statement describing the family's living situation.

**CHILD WITH EXCEPTIONAL NEEDS DOCUMENTATION:**

- Copy of child's active Individualized Education Plan (IEP)

**CURRENT CALWORKS CASH AIDE RECEIPT:**

- Current Notice of Action or agency print out.

**FRPM Resident:**

- Proof of residence within the school boundary of Miramonte, Pinedale, Sierra Vista, Tarpey, and Temperance Kutner. To see what your child's home school is go to [CUSD.com/WhatSchoolShouldMyChildAttend](http://CUSD.com/WhatSchoolShouldMyChildAttend) (very top right of page)

**INCOME ELIGIBLE check the State Guideline for family size and income on our webpage (Clovis Unified Preschool reserves the right to request additional documentation to assess income eligibility):**

- 2 CHECK STUBS** (MOST CURRENT, within 45 days of your appointment) from EACH working parent.
- IF YOU ARE SELF-EMPLOYED**, 2 CURRENT months profit/loss, and most current Income Tax return including schedule C.
- IF YOU EARN A COMMISSION**, bring in verification on agency letterhead of gross commission earned for the last 12 months, and Income Tax return from prior year.
- IF YOU ARE A SEASONAL, INTERMITTENT EMPLOYEE, or HOURS/PAY MAY VARY (i.e.: IRS, farm laborer, waiter/waitress, bartender, etc.)**, bring in income verification for the last 12 months, which may include periods of little or no income. **IF UNEMPLOYED**, bring two MOST CURRENT unemployment check stubs.
- IF RECEIVING CHILD OR SPOUSAL SUPPORT (including spousal payment of any household bills, car payments, mortgage)**, bring in written verification i.e., copies of checks, divorce papers, if you receive cash indicate, etc.
- IF NO OTHER INCOME IS AVAILABLE and HOME OR BUSINESS WAS RECENTLY SOLD**, bring in household income based upon recent sale.
- OTHER EARNING RECORDS AND DOCUMENT OF INCOME**

**STEP 4**

- **WE WILL PRINT YOUR ON-LINE REGISTRATION INFORMATION FOR YOU TO PICK-UP AT THE APPOINTMENT TIME YOU HAVE CHOSEN DURING THE ONLINE APPLICATION PROCESS. YOU WILL THEN SIGN ALL DOCUMENTS AND PROVIDE SUPPORTING DOCUMENTATION (see step 2 and 3 above) AND DROP OFF IN THE DROP BOX. ALL PACKETS ARE PICKED UP AND DROPPED OFF AT THE CHILD DEVELOPMENT OFFICE LOCATED AT 1735 DAVID E COOK WAY, CLOVIS.**