



CHILLICOTHE
CITY SCHOOL DISTRICT
Early Childhood Education Program
Mt. Logan Elementary School
841 East Main Street, Chillicothe, OH 45601
Phone 740-773-2638 Ext. 16117

February 23, 2016

Dear Parents:

Thank you for your interest in enrolling your child in our preschool program. We have been in operation for over twenty years and are very proud of our program. We are licensed by the Ohio Department of Education. There are a number of changes for the 2016-2017 school year and I have outlined them in this letter. For the upcoming school year, the class locations will remain the same. We will have two classes at Allen Elementary, one class at Worthington Elementary School, and two classes at Mt. Logan Elementary. **The changes for all classes are as follows:**

- **All classes will be a full day, Monday through Thursday from 9:00 a.m. – 2:30 p.m. (including Worthington)**
- **All students must be four years old by August 1st to be enrolled in the program**
- **Five year old students will not be permitted to enroll in preschool; they must register for kindergarten**
- **The \$35 registration fee will only be paid when a spot is offered in the program. We do not collect a registration fee to “hold” a spot in the program**
- **Students will be placed on a district-created list and will have an opportunity to give the school of their choice, but will be offered the next opening. If you do not choose the opening, your child can stay on the list or be taken off**
- **Students will be placed in the program in order of the following priorities:**
 1. **Returning students, ages 3 or 4**
 2. **Staff (in or out of district), age 4**
 3. **Regular registration from list for 4 year olds (in district)**
 4. **Regular registration from list for 3 year olds (in district)**
 5. **Out of District (open enrollment) 4 year olds**
 6. **Out of District (open enrollment) 3 year olds**

Preschool tuition is based on a sliding fee scale based on income and the number of people living in the home. **Proof of income should include either a copy of your completed 2015 tax return which shows your total gross income, or if your job status or employment has changed since filing your tax return, current pay stubs for at least two months of pay or any other official documents that verify your income** (for example: Social Security benefits, Child Support payments, etc.). Please note: You must report all income in the household, including income your children receive from benefits and/or a job.

Parents must provide their own transportation for the preschool program, as the Chillicothe City School district does not provide transportation for the Early Childhood Education Program. If your child is identified as having a disability at any time during his or her enrollment as a preschooler the Individual Education Plan (IEP) team will determine the appropriate services and supports that will be necessary to meet the individual needs of the child. If you suspect that your child may have a disability please contact Melody Knoles in the Office of Special Services at 775-4250.

The following items are required and need to be submitted with your application:

- **Certified Birth Certificate**
- **Social Security Card**
- **Immunization Record**
- **Proof of Address (Two utility billing statements and/or lease or rental agreement)**
- **Divorce or Custody Papers**

Please return your completed application form, income verification form, and proof of income to my office located at Mt. Logan Elementary School. If you have any questions, please call 740-773-2638, ext. 16117 or e-mail joy.dunn@ccsd.us.

Sincerely,

Joy Dunn
Preschool & Latchkey Secretary
Chillicothe City Schools

Jon C. Saxton, Superintendent

Deborah Lawwell, Treasurer

