

How to Complete a Family Application

Hello parents! This instruction sheet explains the family application process through Hubbe. The application is submitted to the agency where you wish to enroll your children. The agency's enrollment team likely shared the application portal link with you, or may be navigating the application process with you in person. When you click on that link, you'll be redirected to the beginning of the application process. The application portal can only be reached through the URL that has been shared with you or the Hubbe Parent mobile app. If you are having trouble accessing the application portal, contact the agency's enrollment team for assistance.

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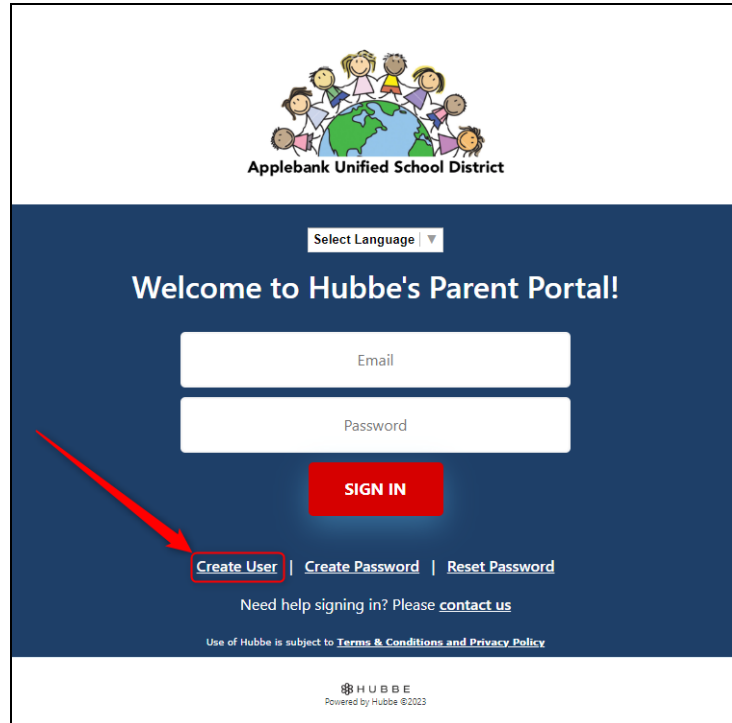
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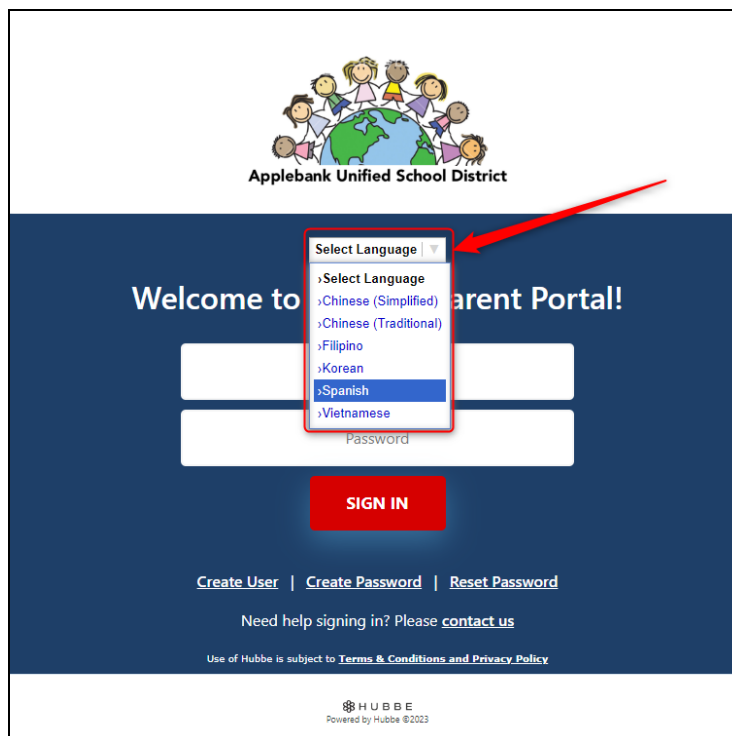
Creating a User

1

If you have never applied before and you have made your way to the application portal on your own **without an invitation from the child care provider**, you will need to create a new user account. Click on the blue “Create User” button. **If you already have an account with Hubbe, do not create a new user - login with your existing username/password.**

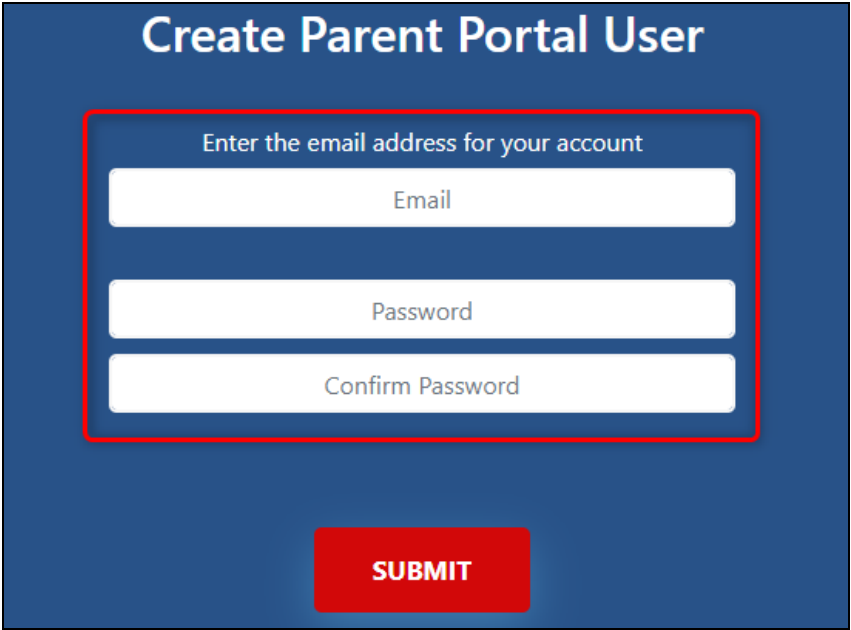


Access your Parent Portal in your desired language by clicking the “Select Language” text and selecting your desired language from the dropdown menu.



2

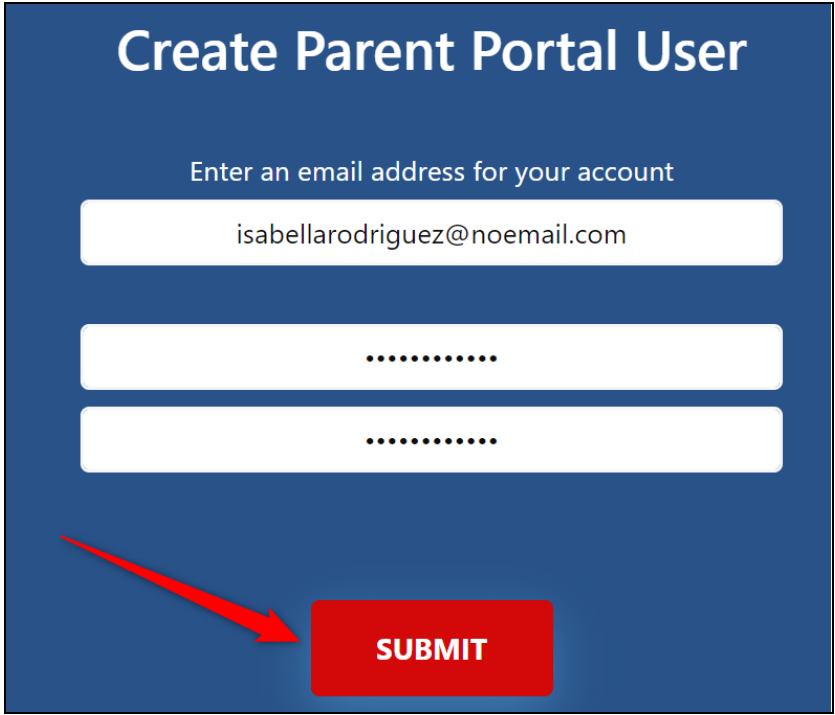
Once you click “Create User,” you’ll be redirected to a screen where you’ll enter your email and password for your new account. Enter the email and password of the parent signing up. This will be your login credential during the application process. Should you start an application, and have to leave and return for any reason, you can log back into the Hubbe application portal with this information.



The screenshot shows a blue rectangular form titled "Create Parent Portal User" in white text at the top. Below the title, there is a light blue instruction: "Enter the email address for your account". Underneath this instruction are three white input fields stacked vertically, labeled "Email", "Password", and "Confirm Password" in light blue text. A red rectangular border highlights these three input fields. At the bottom center of the form is a red button with the word "SUBMIT" in white capital letters.

3

Click the red “Submit” button.



This screenshot shows the same "Create Parent Portal User" form. The "Email" input field is now filled with the text "isabellarodriguez@noemail.com". The "Password" and "Confirm Password" fields are filled with ten dots each, indicating masked text. A red arrow points from the left towards the red "SUBMIT" button at the bottom center of the form.

You'll be directed to your agency's family application. There will be seven (7) tabs displayed to complete before submitting your application. The first tab, "Start," will present your agency's custom introductory message containing important information for you to review before starting your family application. In this tab, there will also be cards displayed for each program of services that the agency offers. Please read through each program before beginning your application. To translate the whole application into Spanish, click the blue "Ver en Español" button.

Application Status: In Process

Start Parents Children Contacts Documents Submit

Applebank USD
Family Application

Applebank Unified School District

Ver en Español

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop-off and pick-up of your children. The best photos are close-up photos. A good headshot photo will ensure we can clearly identify the adult/child, and this will improve our ability to ensure children are being released to approved adults. Please have the following documents saved on your device and ready to upload:

1. Parent or Legal Guardian's ID's (both ID's are required when both parents live in the home)
2. Birth certificates (for all children residing in your household)
3. Preschool child's Immunization Record and Medical Insurance Card
4. Child's Physical Exam, TB test, and Hearing/Vision
5. Current proof of residency (within the last 30 days of enrollment)
6. Current proof of gross income (wages, child support, unemployment, disability, etc.)

When you are finished, hit the "Submit" button. Please list the programs you're applying for in the notes section in the [Sign and Submit modal](#). We will have access to your application as you work on it. We will wait to contact you until you have submitted it. We look forward to working with you to support the needs of your family.

Programs we offer

HS Program

HS Program generated from existing program contracts.
[Click here for a full description of this program](#)

CSPP Program

CSPP Program generated from existing program contracts.
[Click here for a full description of this program](#)

Please note that you can also change the language by clicking "Select Language" on the grey toolbar at the top of the page.

Home Application Status: In Process Start Parents Children Contacts Documents Submit

Select Language ▼

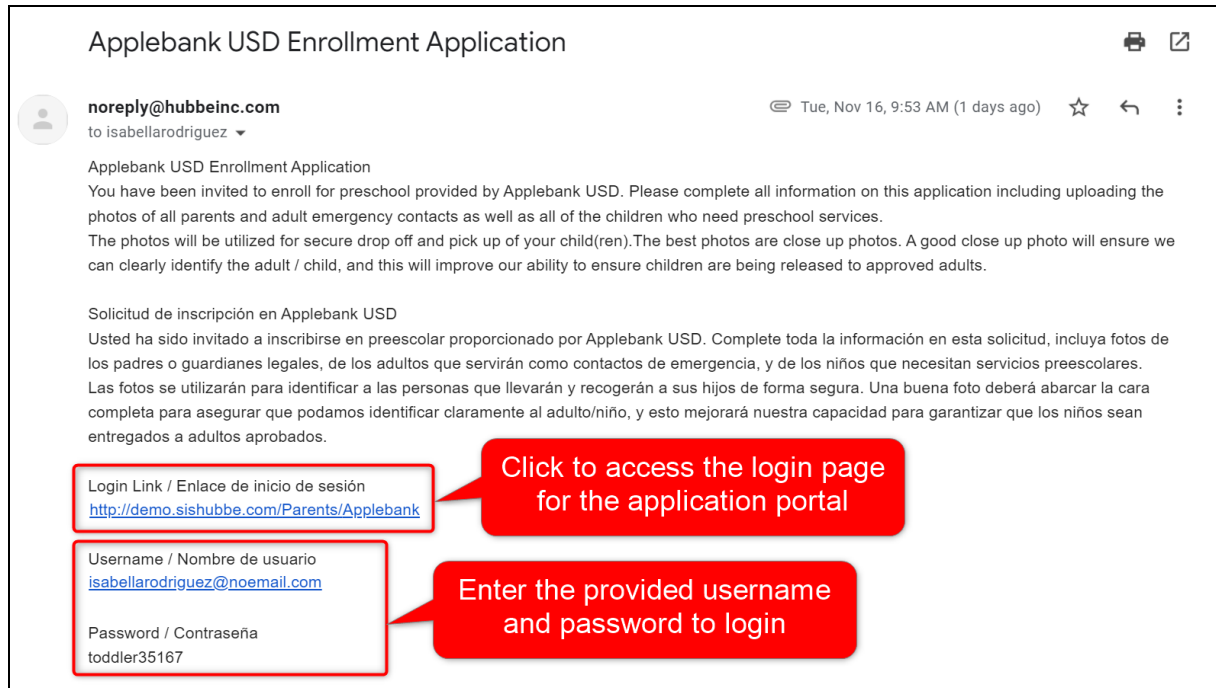
- ›Select Language
- ›Chinese (Simplified)
- ›Chinese (Traditional)
- ›Filipino
- ›Korean
- ›Spanish
- ›Vietnamese

Next >

Accepting an Invitation to Apply

If you have been officially invited to apply to the child care provider via email, an application portal account will already exist for you so you will **not** need to create a new user - rather, you will login using the credentials provided in the email message.

In the email invitation, click the login link to access the login page for the application portal.



Enter the username and password provided in the email and click "Sign In."



Family Application

This instruction sheet will review each step of the application process. Follow along to successfully complete and submit your family application in Hubbe.

Reviewing Programs Offered

As mentioned above, the “Start” tab will display a card for each program of services that your agency offers. Please read through each program’s description to fully understand which program your child may be eligible to apply for. Click the blue “Click here for a full description of this program” link in a program card to view more details about the program.

Note: If applicable, the pop-up modal displaying the program’s full description may also present an income guidelines table for subsidized care. Find your family’s size in the first column - family members being only members of your family listed on your tax return. If your family’s gross monthly or yearly income is **under** the corresponding amounts listed for your family size, you qualify for subsidized services.

Application Status: In Process

Start


Parents

Children

Contacts

Documents

Submit



Applebank USD
Family Application

Ver en Español

Next >

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop-off and pick-up of your children. The best photos are close-up photos. A good headshot photo will ensure we can clearly identify the adult/child, and this will improve our ability to ensure children are being released to approved adults. Please have the following documents saved on your device and ready to upload:

1. Parent or Legal Guardian's ID's (both ID's are required when both parents live in the home)
2. Birth certificates (for all children residing in your household)
3. Preschool child's Immunization Record and Medical Insurance Card
4. Child's Physical Exam, TB test, and Hearing/Vision
5. Current proof of residency (within the last 30 days of enrollment)
6. Current proof of gross income (wages, child support, unemployment, disability, etc.)

When you are finished, click the [Sign and Submit](#) button. We will wait to contact you until you have submitted it. We look forward to working with you.

Each program your agency offers will be listed below

Programs we offer

HS Program

HS Program generated from existing program contracts.

[Click here for a full description of this program](#)

CSPP Program

CSPP Program generated from existing program contracts.

[Click here for a full description of this program](#)

Click to view more

[5|Back to top](#)

Full Day State Preschool Program Description

State Preschool is a state-funded, **reduced-cost full day** preschool program for children 3 and 4 years old which is offered to eligible families.

Children and Families can be eligible through:

Receiving Child Protective Services

Being At-Risk of abuse, neglect or exploitation

Having an IEP

Being Unhoused

Receiving CalWORKs Cash Aid

Income Eligibility

Income Ceilings for State Preschool

Family Size	Family Monthly Income	Family Yearly Income
1	\$7068	\$84818
2	\$7068	\$84818
3	\$8049	\$96590
4	\$9342	\$112105
5	\$10837	\$130042
6	\$12332	\$147979
7	\$12612	\$151342
8	\$12892	\$154705
9	\$13172	\$158068
10	\$13453	\$161431
11	\$13733	\$164794
12	\$14013	\$168158

Close

Parents

After reviewing the services that your agency offers, it is time to move on to the “Parents” tab. Here you will enter the one or two parents/guardians for the family who are currently living with the child. You must enter at least one parent in order to submit the application.

Application Status: In Process

Start

Parents

Children

Contacts

Documents

Submit

< Back

Parents/Guardians

Next >

Please only enter information for parents/guardians who are **currently** living with the child you’re applying for.

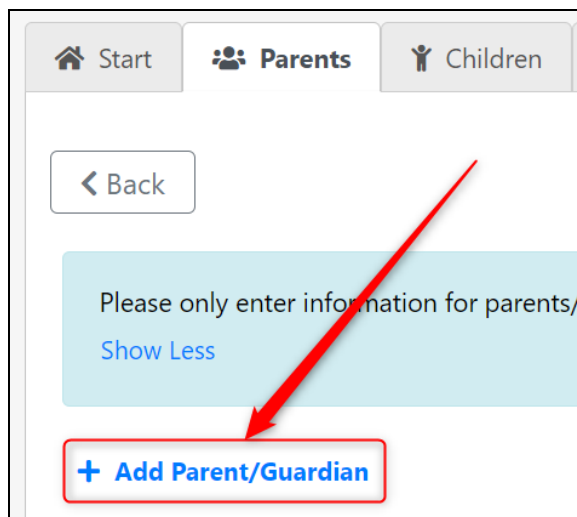
Show Less

+ Add Parent/Guardian

6Back to top

1

Click the blue “Add a Parent/Guardian” button to begin filling out parent/guardian information.




2

Enter the parent’s information for every possible field on this page. You will be required to enter information for nearly every field here to submit the application, with only the phone number fields being the exception. We highly recommend entering your **mobile** phone number, with the home phone and work phone numbers being optional.

Parent/Guardian

Welcome, please tell us about yourself! Who's applying?

Upload
Remove



Rotate Image

Are you the primary contact for the household? ?

Yes ▼

First Name

Last Name

Gender ▼ Female

Highest Education Level ▼

Relationship to Child ▼ Mother (biological or adoptive)

Head of Household? ▼ Yes

Address (Line 1)

Address (Line 2)

City

State ▼ CA

County ▼ San Diego

Zip Code ?

Languages × × English × Spanish ×

Preferred Language for Messaging ▼ English

Email ?

Home Phone

Mobile Phone

Work Phone

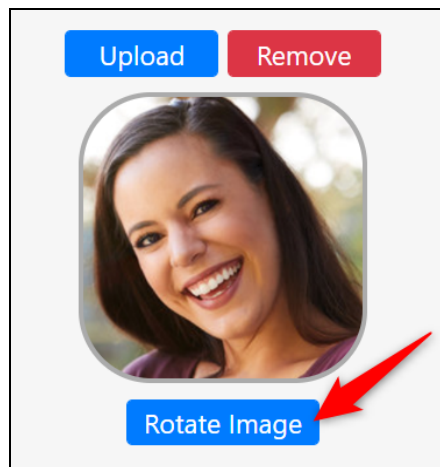
☒ Preferred ☐ Preferred ☒ Allow Texting ☐ Preferred

Authorized to pick up children from school/care? ▼ Yes

Authorized to sign official documents? ▼ Yes

Cancel
Save

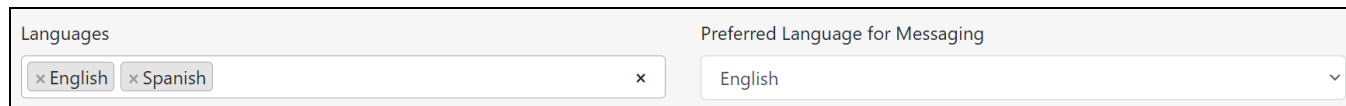
We highly recommend you upload an image for every parent and child entered in your application to help assist your child care provider. If your image uploads in the wrong orientation, you can click the blue “Rotate Image” button to rotate the image 90 degrees - click as many times as needed.



Please note: The “Are you the primary contact for the household?” field should be marked “Yes” for the parent whose email address was used to create the family application. You will not be able to submit the application if the email addresses do not match between the family application portal account and the “Primary Contact” for the family. Only **one parent** can be marked as the Primary Contact.

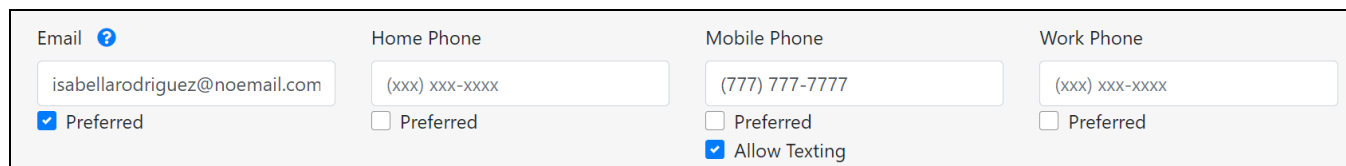
A screenshot of a registration form for a family application portal. The form is divided into two columns. The left column contains fields for 'Are you the primary contact for the household?' (a dropdown menu with 'Yes' selected), 'Highest Education Level' (a dropdown menu), 'Address (Line 1)' (text input with '201 Apple Lane'), 'City' (text input with 'Maple'), 'Languages' (checkboxes for 'English' and 'Spanish'), and 'Email' (text input with 'isabellarodriguez@noemail.com' and a 'Preferred' checkbox checked). The right column contains fields for 'First Name' (text input with 'Isabella'), 'Relationship to Child' (a dropdown menu with 'Mother (biological or adoptive)' selected), and 'Home Phone' (text input with '(xxx) xxx-xxxx' and a 'Preferred' checkbox). A red callout box with white text points to the 'Are you the primary contact for the household?' field and the 'Email' field. The text in the callout box reads: 'If this parent is the Primary Contact, the email address entered here must match the email address used to create the Family Application Portal account'.

There are two (2) language fields: the “Languages” field and the “Preferred Language for Messaging” field. The “Languages” field allows you to mark every language that the parent speaks, such as English and Spanish. The “Preferred Language for Messaging” field is required and the selection will determine the language that the parent’s Hubbe messaging will be automatically translated to within their parent portal account - though this language selection can be changed at any point if needed.



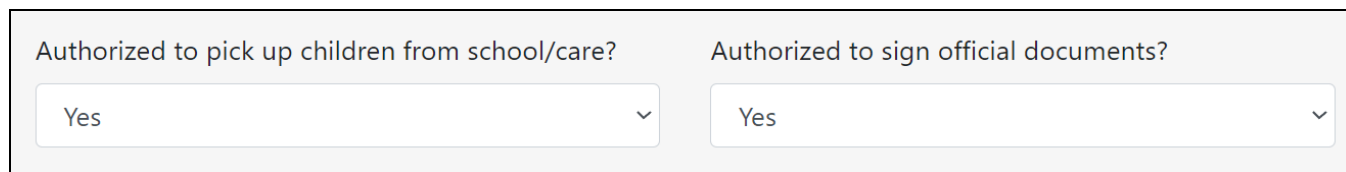
The screenshot shows two fields. The first field, labeled "Languages", contains two tags: "x English" and "x Spanish", with a small "x" icon to the right. The second field, labeled "Preferred Language for Messaging", is a dropdown menu with "English" selected.

In the email and phone number row, select which method of communication is preferred, being either your email address, or one of the phone numbers provided. You can also indicate whether you allow texting communication to your mobile device.



The screenshot shows four fields: "Email", "Home Phone", "Mobile Phone", and "Work Phone". The "Email" field contains "isabellarodriguez@noemail.com" and has a "Preferred" checkbox checked. The "Home Phone" field contains "(xxx) xxx-xxxx" and has a "Preferred" checkbox unchecked. The "Mobile Phone" field contains "(777) 777-7777" and has "Preferred" unchecked and "Allow Texting" checked. The "Work Phone" field contains "(xxx) xxx-xxxx" and has a "Preferred" checkbox unchecked.

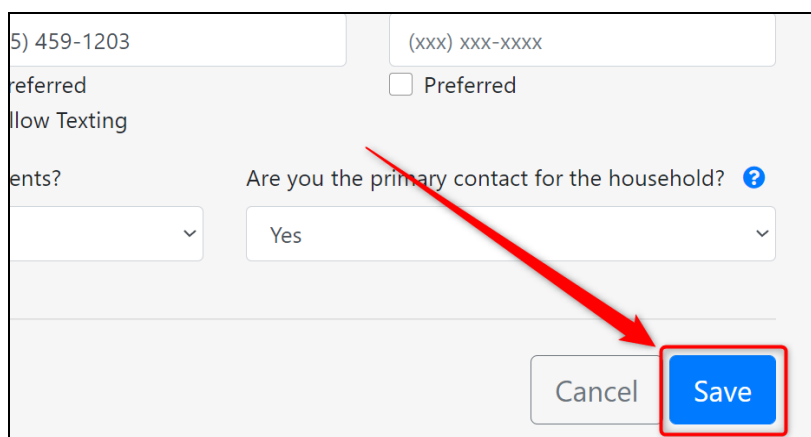
At the bottom, there are two authorization questions, being whether the parent is allowed to pick the child up from school/care and whether the parent is allowed to sign official documentation. Selecting “No” for the “Authorized to pick up children from school/care” field will clearly mark this restriction in the parent’s record in Hubbe for your child care providers to see. Marking “No” for the “Authorized to sign official documents” field will prevent child care staff from being able to send documents needing signatures to the parent in their parent portal, and will clearly mark this restriction in their parent record in Hubbe.



The screenshot shows two dropdown menus. The first is labeled "Authorized to pick up children from school/care?" and has "Yes" selected. The second is labeled "Authorized to sign official documents?" and has "Yes" selected.

3

Once you are done entering the parent’s information, click the blue “Save” button. Please note that you can always click “Save” before finishing and come back later to complete the parent’s record before submitting the application.



The screenshot shows the bottom of the form. It includes a "Cancel" button and a blue "Save" button. A red arrow points from the "Are you the primary contact for the household?" question to the "Save" button. The "Are you the primary contact for the household?" question has a "Yes" option selected.

4

You'll be directed back to the "Parents" tab where the new parent record card will be displayed. Click the blue "Actions" button to either edit or delete this parent record, or click the blue "+ Add Parent/Guardian" link to add another parent record. If there is only one parent in the household, or if you would like to begin entering the children in the family, click the blue "Next" button on the top right of the tab.

Application Status: In Process

Start Parents Children Contacts Documents Submit

< Back Parents/Guardian Next >

Please only enter children who are **currently** living with the child you're applying for. [Show Less](#)

[+ Add Parent/Guardian](#)

Isabella Rodriguez

Email
isabellarodriguez@noemail.com

Primary Contact
Yes

Highest Education Level

Mobile Phone
(777) 777-7777

Relationship to Child
Mother

Language for Messaging
English

Authorizations
Pick Up children: ☒
Sign official documents: ☒

Head of Household
Yes

Gender
Female

Address
201 Apple Lane
Maple, CA, 90001

Language
English, Spanish

Edit Remove Actions

Children

The next step in the family application is entering the children in the household in the "Children" tab, including children needing services and the other children in the home. The top section of the tab should only include the students needing services that you are applying for. The bottom section of this tab should only include the other children that live in the same household as the children you are applying for.

Application Status: In Process

Start Parents Children Contacts Documents Submit

< Back Students Next >

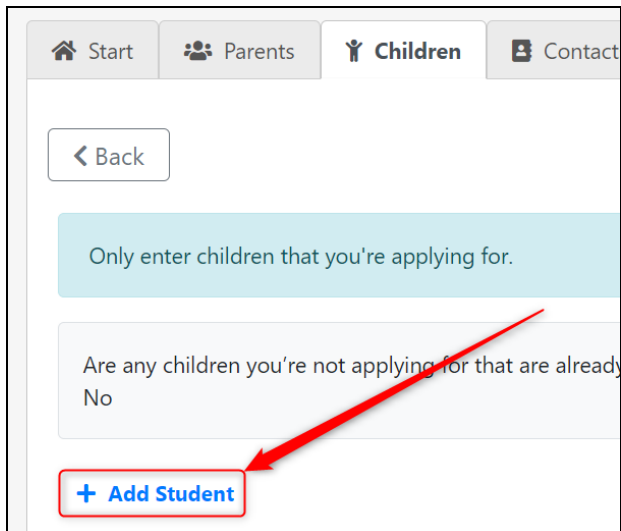
Only enter children that you're applying for.

Are any children you're not applying for that are already served at our agency?
No [Edit](#)

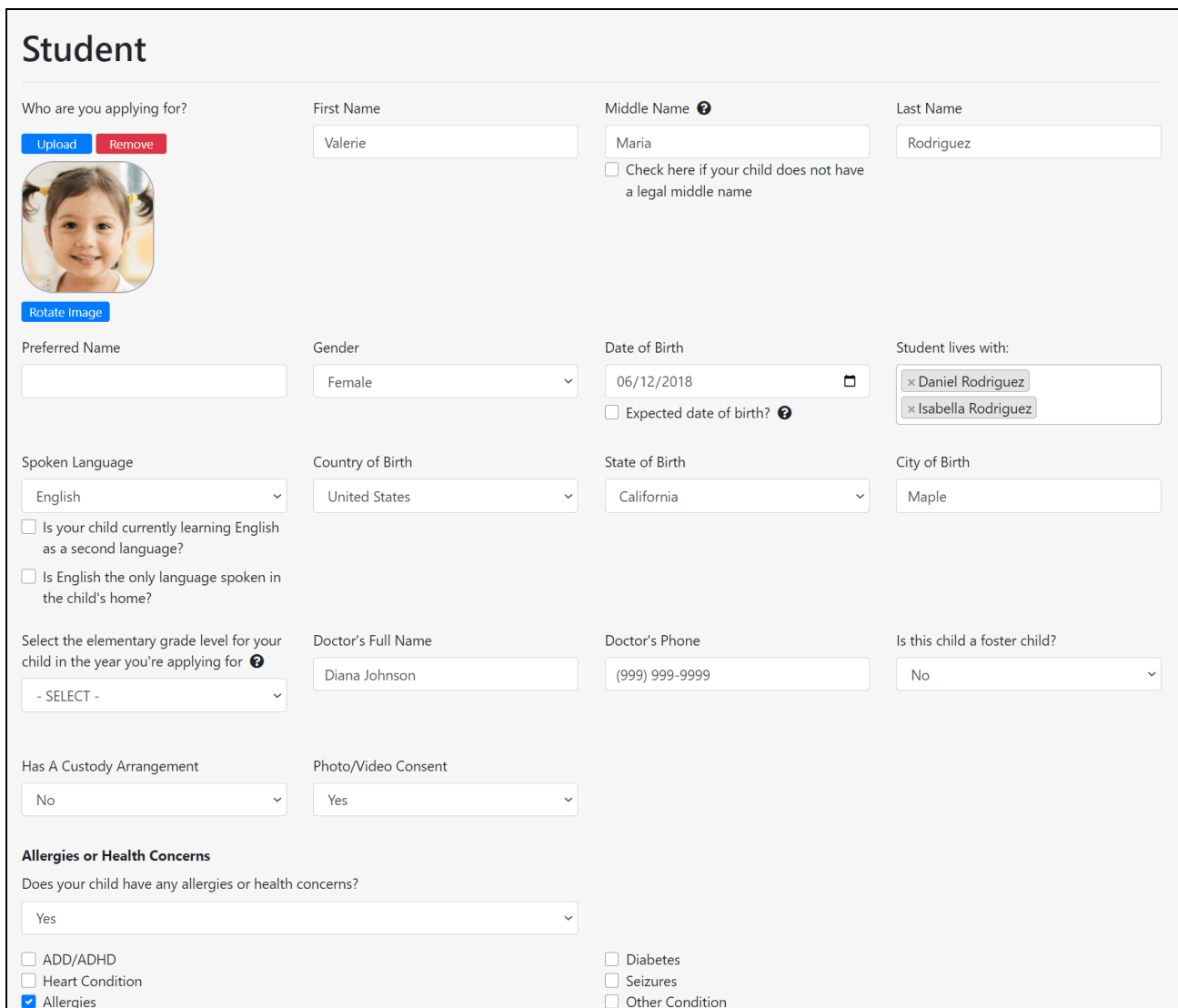
[+ Add Student](#)

[+ Add Other Children](#)

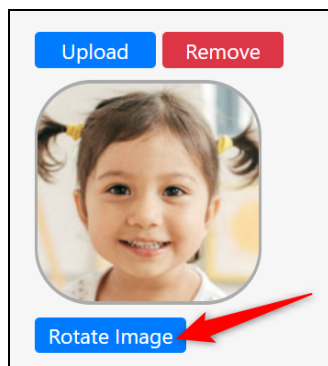
1 Click the blue “+ Add Student” text to add a child that you are applying for.



2 Enter the student’s information for every possible field on this page. You will be required to enter information for nearly every field here to submit the application, with only the doctor information, and elementary school grade level being optional.



We highly recommend you upload an image for every parent and child entered in your application to help assist your child care provider, especially the students applying for services since this image will be displayed on the child's record and will assist with attendance management. If your image uploads in the wrong orientation, you can click the blue "Rotate Image" button to rotate the image 90 degrees - click as many times as needed.



The "Middle Name" field is required, so if the student does not have a middle name, simply select the checkbox beneath the field to indicate that the student does not have a middle name.

Middle Name ?

Maria

☐ Check here if your child does not have a legal middle name

For the "Date of Birth" field, only select the "Expected Date of Birth" box if the child has yet to be born and the provided date is the expected birth date. If the child has already been born, simply enter the birth date and leave the checkbox unselected.

Date of Birth

06/12/2018

☐ Expected date of birth? ?

For the "Spoken Language" field, only select the "Is your child currently learning English as a second language?" checkbox if your child is currently learning English as a second language. For example, if your child speaks Spanish and is currently learning English as a second language, then select this checkbox. If your child already speaks English fluently, do not select this checkbox. If English is the only language spoken in the child's home, select the second checkbox.

Spoken Language

English

☐ Is your child currently learning English as a second language?

☐ Is English the only language spoken in the child's home?

Enter your child's "Elementary School Grade level." For infants, toddlers, and preschoolers, select the "I'm applying for preschool or infant/toddler care" option to indicate your child is not in school yet.

Select the elementary grade level for your child in the year you're applying for ?

- SELECT -

If applicable, enter the student's doctor information. This is especially important to provide if your child has any health or allergy concerns.

Doctor's Full Name

Diana Johnson

Doctor's Phone

(999) 999-9999

Lastly, report any allergies or health concerns that your childcare providers should be aware of. This field is required, so if your child does not have any allergies or health concerns, select 'No,' but if they do, select 'Yes' to enable the subsequent health checkboxes. This information is extremely important, as it will appear on the child's record, allowing teachers to see the attention and resources that caring for your child will require. Each selection you make here will expand a light blue box with additional important information to provide about that specific allergy or health concern, such as any medication needed while at care or school.

Allergies or Health Concerns

Does your child have any allergies or health concerns?

☐ ADD/ADHD

☐ Heart Condition

☐ Allergies

☐ Asthma

☐ Diabetes

☐ Seizures

☐ Other Condition



☐ Bee Sting Allergy
☒ Food Allergy

Common Food Allergies (select all that apply)

☐ Milk ☐ Soy
☐ Eggs ☐ Fish
☐ Wheat ☒ Shellfish
☒ Peanuts ☐ Other:
☐ Tree Nuts

Detailed instructions for what to do in the case of exposure to these foods and any other relevant notes regarding this allergy:

vaierie is extremely sensitive to these allergies and cannot be in the same room with either of them. If exposed to either, immediately use her EpiPen and call her doctor.

☐ Allergy to Medication
 Describe, specifically, what triggers the child's allergy

Describe the symptoms the child will experience when the child is exposed to the allergen

Does the child break out in hives or a rash when exposed?

☒ Yes ☐ No

Does the child have trouble breathing when exposed?

☒ Yes ☐ No

If exposed, does the doctor consider an exposure severe or life-threatening?

☒ Yes ☐ No

Does the child require medication during/after allergen exposure?

☒ Yes ☐ No

[+ Add Medication](#)

List Child's Allergy Doctor's name

Diana Johnson

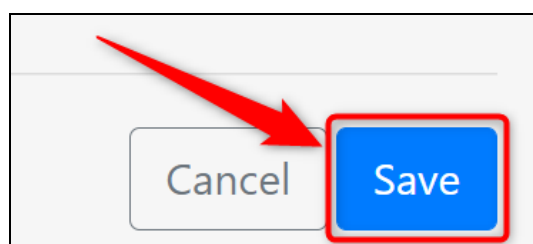
List Child's Allergy Doctor's phone number

(999) 999-9999

Any other notes related to child's allergies

3

Once you are done entering the student's information, click the blue "Save" button. Please note that you can always click "Save" before finishing and come back later to complete the student's record before submitting the application.



4

If you select “Yes” for the “Student Needs Enrollment” field, you will then be led to the page where all age-eligible programs will be displayed, according to the birth date you entered for the student. You can re-read each program’s description by clicking on the “Click here for a full description of this program” link.

Once you have decided which program you would like to apply to for this student, select the checkbox beside the program title. The program year field will enable upon selecting the program - select the program year you are applying for in the drop-down list.

Child Needing Services

Valerie Rodriguez

Select the program you would like to apply to for this child

☐ **HS Program**
HS Program generated from existing program contracts.
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **CSPP Program**
CSPP Program generated from existing program contracts.
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **Early Learning**
State Preschool is a state-funded, no cost part-day or low cost full-day preschool program for children 3 and 4 years old w...
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **ASES Base Grant - 3 Hour Program**
This is ASES [Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **Summer Camp**
Summer program [Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **Full Cost School Age Program**
When you're a working family with school-age children, finding reliable before- and after-school care can be hard to come by...
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☐ **Subsidized School Age Program**
The program welcomes and is prepared to serve all children when the program meets the needs of the child in the least restric...
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

☒ **Part-Day State Preschool Program**
State Preschool is a state-funded, no cost part-day or low cost full-day preschool program for children 3 and 4 years old w...
[Click here for a full description of this program](#)
 Program Year Applying For
 2023 - 2024 ▼


☐ **Fee-Based Preschool Program**
Applebank USD's fee-based preschool program offers a culturally and developmentally appropriate curriculum with a balance of ...
[Click here for a full description of this program](#)
 Program Year Applying For
 ▼

Cancel Next

When you are done, click the blue “Next” button. Please note that you can select more than one program for each student. You will then be redirected to a “Site & Time Selections” page where you can click the pencil icon next to “Site and Time Preferences” to select site and time preferences.

Site & Time Selections

Part-Day State Preschool Program (2023 - 2024)

Site and Time Preferences 

Done

This will trigger a modal titled “Select Your Preferred Site and Times” modal to appear. Here you can select your site and time preferences. Please note that if your agency has restricted the amount of site preferences you can make, this will show in the blue bubble at the top of the modal.

Select Your Preferred Site and Times

Select up to 2 site preferences.
Part-day services are only offered at 4 site locations

Search Enter Site Name, City or Zip

☐ Central State Preschool
120 Central Street Set as first choice ☐

☐ Part-Day AM: 08:00 AM - 11:00 AM ☐ Part-Day PM: 12:00 PM - 03:00 PM

☐ Lewis State Preschool
12055 Lewis Road Set as first choice ☐

☐ Part-Day AM: 08:00 AM - 11:00 AM ☐ Part-Day PM: 12:00 PM - 03:00 PM

☒ Riverbank CDC
565 Pearl Street Set as first choice ☒

☒ Part-Day AM: 08:00 AM - 11:00 AM ☐ Part-Day PM: 12:00 PM - 03:00 PM

☒ Riverbank Preschool
5040 Riverbank Street Set as first choice ☐

☒ Part-Day AM: 08:00 AM - 11:00 AM

Cancel Save

Click the blue “Save” button when you have made your selections. This will take you back to the “Site & Time Selections” page. Click the blue “Done” button to proceed.

Site & Time Selections

Part-Day State Preschool Program (2023 - 2024)

Site and Time Preferences

Riverbank CDC **First Choice**

o Part-Day AM

Riverbank Preschool

o Part-Day AM

Done

- 5 You'll be directed back to the "Children" tab where the new student record card will be displayed. Click the student's name to expand the card, and then "Edit" to either edit or delete this student record. If you would like to edit the student's program(s), click the blue "Change Programs" link beside the "Program Details." If you would like to add another student, click the blue "+ Add Student" link.

Application Status: In Process

Start Parents Children Contacts Documents Other Submit

Students

Only enter children that you're applying for.

Are any children you're not applying for that are already served at our agency?
No

1 **Valerie Rodriguez** 2 Applying

3 Click to edit or delete the student's information

Edit Student
Remove Student

Click to edit the program(s)

Change Programs

Click to add another student

+ Add Student

Program Details

Applying for Part-Day State Preschool Program (2023 - 2024)

Site and Time Preferences

Riverbank CDC First Choice

- Part-Day AM

Riverbank Preschool

- Part-Day AM

- 6 If there are children residing in the home that **aren't going to be receiving services**, they still need to be added to the family application. It's important to know each member of the family to cross-reference with the family size entered in the first section of the family application. To add a child in the home that won't be receiving services, click on the blue "+ Add Other Children" link.

Other Children ⓘ

+ Add Other Children

7

A pop-up modal will appear. Using the fields provided, enter the child's first, middle, and last name, gender, date of birth, and grade level/school of attendance if applicable. Then, click "Save."

Children residing in the home who do not need child care/preschool services

First Name: Matthew Middle Name: Thomas Last Name: Rodriguez

☐ Check here if your child does not have a legal middle name

Gender: Male Date of Birth: 09/14/2021

Grade Level: School of Attendance:

Cancel Save

The other child's record will appear in the "Other Children" section of the "Children" tab. Click on the name of the other child to see the options "Edit," "Transfer to Student," and "Remove." Click the blue "Edit" to edit the child record and "Remove" to delete the child record. Click "Transfer to Student" to transfer the "Other Child" to a "Student" record that you can add the remaining student information to. This "Transfer Student" option makes it easy for you to transfer your children to the "Applying for Services" section in upcoming school years when they age-in to the program's services. If you would like to add another "Other Child," click "+ Add Other Children" at the bottom of the section.

Other Children ⓘ

▼ Matthew Thomas Rodriguez

Edit Transfer to Student Remove

Date of Birth: 09/14/2021 Gender: Male

Grade Level: School of Attendance:

+ Add Other Children

8

Once you are finished adding all the necessary children to the family application, click the blue "Next" button in the upper righthand corner of the "Children" tab.

Application Status: In Process

Start Parents Children Contacts Documents Other Submit

< Back Students Next >

Only enter children that you're applying for.

Are any children you're not applying for that are already served at our agency?
No Edit

Contacts

The next step in the family application is entering Emergency Contacts / Authorized Pickups for the family. You must enter at least two (2) emergency contacts in order to submit your application - the contacts cannot be one of the parents/guardians listed in the application. Each contact must have: first name, last name, gender, relationship, at least one phone number listed and a primary language.

The screenshot shows the 'Emergency Contacts' page within an application. At the top, the 'Application Status' is 'In Process'. A navigation bar includes links for 'Start', 'Parents', 'Children', 'Contacts' (highlighted with a red box), 'Documents', 'Other', and 'Submit'. Below the navigation bar, there are 'Back' and 'Next' buttons. A light blue informational box contains the text: 'Emergency contact cannot be one of the parents/guardians listed on this application.' followed by instructions to add adults for emergency contact and a link to 'Show Less'. At the bottom of the page, there is a blue link that says '+ Add Emergency Contact / Authorized Pickup'.

1

Click on the blue “Add Emergency Contact / Authorized Pickup” link to add emergency contact information. Remember that emergency contacts cannot be one of the parent/guardian records you have already entered.

This screenshot is identical to the one above, showing the 'Emergency Contacts' page. However, a red arrow points directly to the blue link '+ Add Emergency Contact / Authorized Pickup' at the bottom of the page, indicating the next step in the process.

2

First select the type of contact, either “Emergency Contact” or “Authorized Pickup Only.” Enter the first, middle, and last name of the Emergency Contact / Authorized Pickup. Next select the gender and relationship to the child. If the contact is authorized to pick up the children from school, select “Yes” for the authorization field. Lastly, enter at least one phone number and select the contact’s primary language. When you are done, click “Save.”

Emergency Contact / Authorized Pickup

Emergency contact cannot be one of the parents/guardians listed on this application.

Upload Remove

Rotate Image

Select the type of contact:

☒ Emergency Contact ☐ Authorized Pickup Only

First Name: Paulina Middle Name: Ann Last Name: Rodriguez

Gender: Female Relationship: Grandmother If Other Relationship, Type In: Grandmother

Is this emergency contact authorized to pick up children from the school?: Yes

Phone 1: (111) 111-111 Phone 2: (xxx) xxx-xxxx Primary Language: Spanish

Cancel Save

3

You will be led back to the “Contacts” tab. Make sure to click “Add Emergency Contact” again to add a second contact, at least. Click the blue “Actions” button in a contact’s card to edit or delete the contact. When you have added all of your emergency contacts, click the blue “Next” button to go to the next part of the application.

Application Status: In Process

Start Parents Children **Contacts** Documents Other

Emergency Contacts

Emergency contact cannot be one of the parents/guardians listed on this application. Add adults th... Show More

+ Add Emergency Contact / Authorized Pickup

Paulina Rodriguez Emergency Contact Authorized Pickup

Edit Remove

Relationship: Grandmother Gender: Female

Phone 1: (111) 111-1111 Phone 2:

Primary Language: Spanish Authorized to Pick Up Children: Yes

Next >

Click here to add another contact

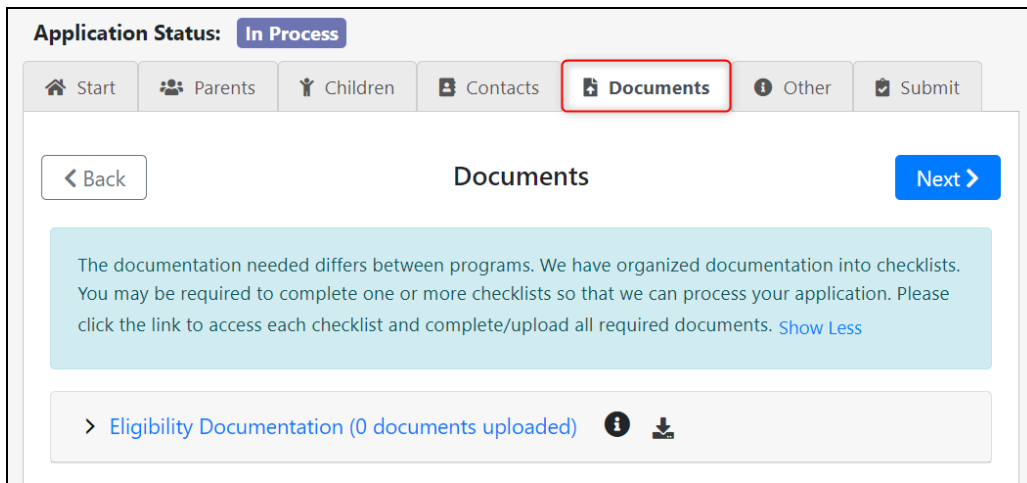
Click here to edit or remove a contact

When you have added two (2) contacts, click here to go to the next part of the application

Documents

The “Documents” tab will display any document checklist that has been assigned to you. These are created and assigned to you by your childcare provider, listing the documents they need to enroll your children. In this example, we were assigned two document checklists. If no documents were assigned to you, you may move to the next step.

Upload all the document items that you can and that are required before submitting. However, after you have submitted your application, you can continue to upload documentation to your checklists in this application portal account.



Application Status: In Process

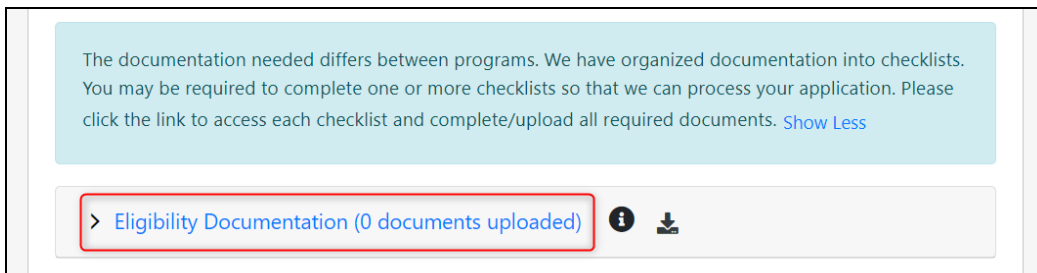
Start Parents Children Contacts **Documents** Other Submit

[< Back](#) Documents [Next >](#)

The documentation needed differs between programs. We have organized documentation into checklists. You may be required to complete one or more checklists so that we can process your application. Please click the link to access each checklist and complete/upload all required documents. [Show Less](#)

[> Eligibility Documentation \(0 documents uploaded\)](#) ⓘ ⬇

Click the title of a checklist to expand the list and see what documents are needed by your childcare provider.

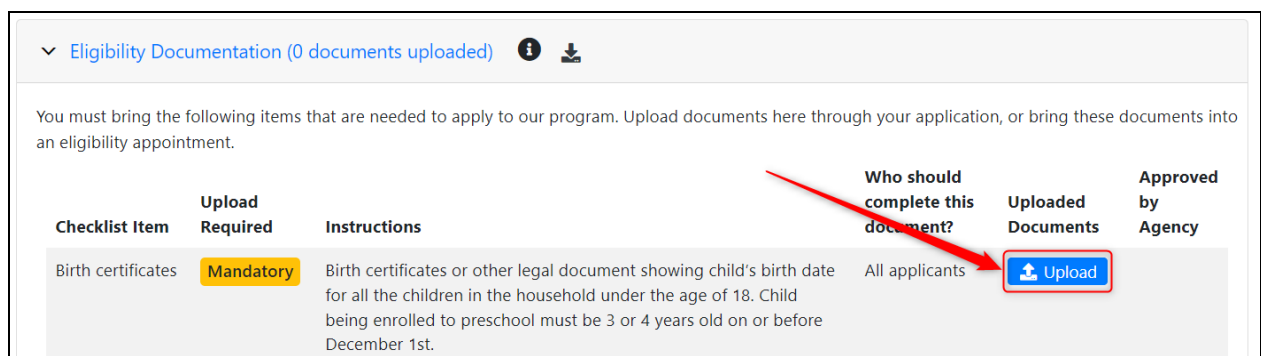


The documentation needed differs between programs. We have organized documentation into checklists. You may be required to complete one or more checklists so that we can process your application. Please click the link to access each checklist and complete/upload all required documents. [Show Less](#)

[> Eligibility Documentation \(0 documents uploaded\)](#) ⓘ ⬇

2

You will then see each checklist item with a description, who should complete the time, and upload button, and a column that will display a green checkmark when your childcare provider has approved the upload. To upload a document, click the blue “Upload” button beside an item.



[v Eligibility Documentation \(0 documents uploaded\)](#) ⓘ ⬇

You must bring the following items that are needed to apply to our program. Upload documents here through your application, or bring these documents into an eligibility appointment.

Checklist Item	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Birth certificates	Mandatory	Birth certificates or other legal document showing child's birth date for all the children in the household under the age of 18. Child being enrolled to preschool must be 3 or 4 years old on or before December 1st.	All applicants	Upload	

3

In the pop-up modal, click the grey “Upload Documents” button. Select the file from your computer, and then click the blue “Save” button in the modal.

Upload File

Instructions
Birth certificates or other legal document showing child's birth date for all the children in the household under the age of 18. Child being enrolled to preschool must be 3 or 4 years old on or before December 1st.

Who should complete this document?
All applicants

Document **Upload Documents**

No documents uploaded

Cancel Save



Upload File

Instructions
Birth certificates or other legal document showing child's birth date for all the children in the household under the age of 18. Child being enrolled to preschool must be 3 or 4 years old on or before December 1st.

Who should complete this document?
All applicants

Document **Replace Documents**

Birth Certificate.docx

Cancel **Save**


4

You will then notice the upload in that row. Your childcare provider will immediately receive your uploaded document and once approved, a green checkmark will appear in that row in the “Approved by Agency” column. Click the red trash can to delete the upload. However, once your childcare provider has approved the upload, you can no longer delete it.

Notice that the “# documents uploaded” beside the document checklist title now says “1 document uploaded.”

Eligibility Documentation (1 documents uploaded)

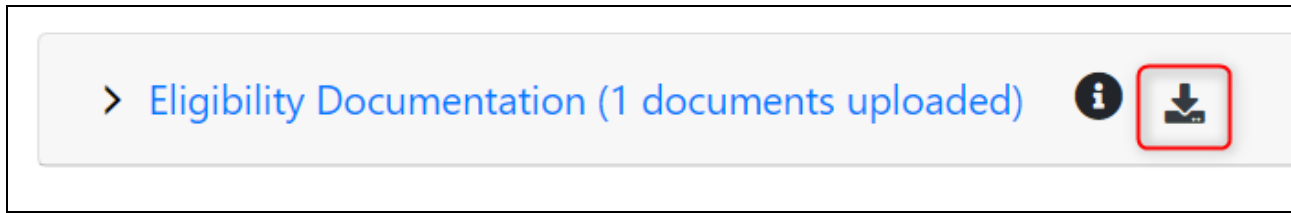
You must bring the following items that are needed to apply to our program. Upload documents to an eligibility appointment.


Checklist Item	Upload Required	Instructions	document?	Documents	Agency
Birth certificates	Mandatory	Birth certificates or other legal document showing child's birth date for all the children in the household under the age of 18. Child being enrolled to preschool must be 3 or 4 years old on or before December 1st.	All applicants	Upload Birth Certificate.docx 	
Address Verification	Mandatory	Proof of residency to include 3 of the following acceptable documents: a utility bill, driver license, mortgage statement, rental or lease agreement, water/garbage bill, car registration, unopened business mail with current postmark. Declaration of	All applicants	Upload	

Click to delete the upload - only before it has been approved by your agency

5

You can also download a PDF of the document checklist, including a list of the checklist items and whether you have uploaded for the item and whether the childcare provider has approved your upload.



Document Checklist | Downloaded On: 4/12/2023


Eligibility Documentation

| Account: [REDACTED]

Checklist Description

You must bring the following items that are needed to apply to our program. Upload documents here through your application, or bring these documents into an eligibility appointment.

Checklist Items

Missing Documents

Item Name	Who should complete this document?	Uploaded	Approved
Birth certificates	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Address Verification	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Gross Monthly Income	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
*Current Physical Screening	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
Immunization Records	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
Employment Verification	Working Parents	<input type="checkbox"/>	<input type="checkbox"/>

8

When you are done uploading all documentation, or if you would like to skip to the next section but come back later to finish, click the “Next” button.

Application Status: **In Process**

Start
Parents
Children
Contacts
Documents
Other
Submit

Back
Documents
Next >

The documentation needed differs between programs. We have organized documentation into checklists. ...
[Show More](#)

> Eligibility Documentation (1 documents uploaded)
i
downward arrow

The next step in the family application is entering the additional information for the family, including family size and income, demographic information. Make sure that each checkbox listed in this tab is checked to successfully submit your application. Please note the red warning messages will disappear as you complete each section.

The screenshot shows the 'Additional Information' tab selected in the application status 'In Process'. The tab bar includes 'Start', 'Parents', 'Children', 'Contacts', 'Documents', 'Other' (highlighted with a red box), and 'Submit'. The main content area has a 'Back' button and a 'Next >' button. A light blue banner reads: 'Please enter additional information to help us determine your eligibility for the programs you've se... Show More'. Below this is the 'Family Eligibility Information' section, which contains a red warning box with the following text:

- Daniel Rodriguez has not completed the parent program information.
- Isabella Rodriguez has not completed the parent program information.
- Valerie Rodriguez has not completed the student program information.
- Valerie Rodriguez has not completed the Family Language Instrument.

Family Eligibility Information: First click the “Provide Family Size and Income” link to enter this information.

The screenshot shows the 'Family Eligibility Information' section. It contains the same red warning box as the previous screenshot. Below the warning box is the 'Additional Family Information' section, which includes a link 'Provide Family Size and Income' (highlighted with a red box). A red arrow points from the warning box to this link.

In the “Update Family Eligibility Information” pop-up modal, enter your family size. This number should equal the number of persons you entered in your family application, excluding the emergency contacts and authorized pickups.

The screenshot shows the 'Update Family Eligibility Information' pop-up modal. It has a title bar and a main content area. The 'Family Size' input field is highlighted with a red box and contains the number '4'.

For the “Do you have any sources of income” field, if “Yes” is selected, you will see many more income-related fields in the modal. If “No” is selected, you will only see an explanation field for the lack of income. Complete this section accurately to ensure your eligibility for enrollment is correct. This information is used to assist your childcare prioritize enrollment for families based on the eligibility rankings, and is complementary to the documentation your childcare provider will likely require you to upload for verification.

The screenshot shows a form titled "Do you have any sources of income?". The "Yes" radio button is selected. Below the title, the names "Isabella Rodriguez" and "Daniel Rodriguez" are listed. The form is divided into two columns. The left column, for Isabella, includes "How often do you get paid?" (Weekly), "Parent A Week 1" (\$600.00), "Parent A Week 3" (\$600.00), and "Child Support Paid Out Per Month" (\$0.00). The right column, for Daniel, includes "How often do you get paid?" (Monthly), "Amount" (\$3000.00), "Child Support Paid Out Per Month" (\$0.00), "Child Support Received Per Month" (\$0.00), "Spousal Support Received Per Month" (\$0.00), and "Are you currently receiving Cash Aid, CalWORKS, AFDC, or TANF?" (No). Below these are questions about receiving SSI, SSA, and SNAP or CalFresh benefits, all with "No" selected. At the bottom, there is a "Cancel" button and a blue "Save" button.

- OR -

The screenshot shows the same form with the "No" radio button selected. Below the title, there is a "Please explain" section with a text input field containing "Unemployed due to health issues". At the bottom, there is a "Cancel" button and a blue "Save" button.

When you are done, click the blue “Save” button. The checkbox next to the “Provide Family Size and Income” link will now be checked to indicate that you have completed this part.

A close-up of the bottom of the form showing two buttons: a grey "Cancel" button and a blue "Save" button. The "Save" button is highlighted with a red rectangular box.



Additional Family Information

☒ Provide Family Size and Income

2

Additional Parent/Guardian Information: Next you will need to enter each parent's program information by clicking the "Update Program Information" link under each parent's name.

Additional Parent/Guardian Information

Daniel Rodriguez

☐ Update Program Information

Isabella Rodriguez

☐ Update Program Information

In the pop-up modal, enter the parent's race and ethnicity, and then click "Save."

Daniel Rodriguez Program Information

Race

White

Ethnicity

Hispanic or Latino

Currently a member of the United States Military on active duty

☐ Yes ☒ No

Currently a member of a National Guard or Military Reserve Unit

☐ Yes ☒ No

Parent is a veteran of the United States Military

☐ Yes ☒ No

Cancel

Save

Once the parent's / parents' information is completed, the checkboxes will be checked in this section.

Additional Parent/Guardian Information

Daniel Rodriguez
☒ [Update Program Information](#)

Isabella Rodriguez
☒ [Update Program Information](#)

3

Additional Student Information: Lastly, you will need to enter the student's program information and if applicable, the drop off and pick up times. Click the "Update Program Information" link.

Additional Student Information

Valerie Rodriguez
☐ [Update Program Information](#)

Part-Day State Preschool Program
☐ [Specify Drop Off and Pick Up Times for Part-Day State Preschool Program](#)

In the pop-up modal, enter the student's ethnicity and race(s) in every field. It is also important that you also enter any special needs, such as an "At Risk" student or an IFSP/IEP for the student to inform your childcare provider with the resources needed to serve your child. To see definitions of what the state defines to be an Active CPS Case, At Risk, and Active Court Case, click the blue question mark icon next to each respective field. If the child has an IFSP or IEP, enter the date that the child began either one. Mark all that apply.

Valerie Rodriguez Program & Special Needs Information

Ethnicity
Hispanic or Latino

Race (Select all that apply)
White

Special Needs
☐ Active CPS Case ☐ At Risk ☐ Active Court Case

Does your child have an Individualized Family Service Plan (IFSP)
☒ Yes ☐ No

Individualized Family Service Plan (IFSP) Date (if known)
mm/dd/yyyy

Does your child receive Special Education services through an Individualized Education Program (IEP)
☒ Yes ☐ No

Individualized Education Program (IEP) Date (if known)
mm/dd/yyyy

[Cancel](#) [Save](#)




<p>Children who are recipients of child protective services. They will be enrolled upon written referral from a legal, medical, or social services agency.</p> <p><input type="checkbox"/> Active CPS Case ?</p>	<p>Children at risk of abuse, neglect, or exploitation whom are so identified in a written referral from a legal, medical, or social service agency, or emergency shelter.</p> <p><input type="checkbox"/> At Risk ?</p>	<p>An Active Court Case refers to any court ruling regarding the custody of a child. Enter any details about the court case that staff at your child's agency should be aware of in the note space below.</p> <p><input type="checkbox"/> Active Court Case ?</p>
---	---	--

Click the blue “Save” button to save your changes and proceed. You will return to the “Other” tab for Additional Information. Next, click the pencil icon to the right of “Family Language Instrument” in the “Additional Student Information” section.

Additional Student Information

Valerie Rodriguez

☒ Update Program Information

Family Language Instrument 

- 1) Which language(s) does your child hear at home?
- 2) Which language(s) does your child hear in their neighborhood and community?
- 3) Which language(s) does your child understand?
- 4) Which language(s) does your child speak?



Family Language Instrument

Please help us collect this newly required information for your child.

- 1) Which language(s) does your child hear at home?
This includes the language(s) spoken by parents, grandparents, siblings, extended family, or others living within or visiting the home.
English, Spanish
- Is English the only language spoken at the child's home?
☐ Yes ☒ No
- 2) Which language(s) does your child hear in their neighborhood and community?
For example, with friends and neighbors, at church, or at after school programs or activities. This is to demonstrate language exposure not to measure language proficiency.
English, Spanish
- 3) Which language(s) does your child understand?
English, Spanish
- 4) Which language(s) does your child speak?
English, Spanish

Identification of your child as a dual language learner in CSPP means that your child will benefit from additional support from the program in order to develop their home language and English language skills. This identification will serve them only in preschool and is different from any identification process or program supports a child might receive as an English learner in Transitional Kindergarten or Kindergarten.

Cancel Save

4

Click the blue “Save” button to save your changes and proceed. When you are done with each item in this tab, click the blue “Next” button at the bottom right of the tab to move on to the next part of the application.

Contacts Documents **Other** Submit

Additional Information

... us determine your eligibility for the programs you've se... [Show More](#)

[Next >](#)

Submit

The last tab titled “Submit” will list all the parents, students, other children, and emergency contacts you entered, as well as whether the “Other” tab is completed and the number of documents uploaded to any checklists you have been assigned.

Application Status: **In Process**

Start Parents Children Contacts Documents **Other** **Submit**

[Back](#) Review and Submit

Please review the information in your application before signing and submitting.

Parents (view) Daniel Rodriguez Isabella Rodriguez	Students (view) Valerie Rodriguez	Other Information (view) Complete
Emergency Contacts (view) Paulina Rodriguez George Rodriguez	Other Children (view) Matthew Thomas Rodriguez	Document Checklists (view) Eligibility Documentation: 3 documents uploaded

[Sign and Submit](#)

We highly recommend that you click the “View” button next to each title here to go back and review all of your application information. After you have submitted your application, you will not be able to change any information, unless your childcare provider manually changes your application from “Submitted” to “Revisions Needed.”

Application Status: **In Process**

Start Parents Children Contacts Documents **Other** **Submit**

[Back](#) Review and Submit

Please review the information in your application before signing and submitting.

Parents (view) Daniel Rodriguez Isabella Rodriguez	Students (view) Valerie Rodriguez	Other Information (view) Complete
Emergency Contacts (view) Paulina Rodriguez George Rodriguez	Other Children (view) Matthew Thomas Rodriguez	Document Checklists (view) Eligibility Documentation: 3 documents uploaded

[Sign and Submit](#)

Once you have confirmed that the information in your application is complete and correct, you can submit the application to your child care provider. Click the green “Sign and Submit” button.

Application Status: In Process

[Start](#) [Parents](#) [Children](#) [Contacts](#) [Documents](#) [Other](#) [Submit](#)

[< Back](#)

Review and Submit

Please review the information in your application before signing and submitting.

Parents (view) Daniel Rodriguez Isabella Rodriguez	Students (view) Valerie Rodriguez	Other Information (view) Complete
Emergency Contacts (view) Paulina Rodriguez George Rodriguez	Other Children (view) Matthew Thomas Rodriguez	Document Checklists (view) Eligibility Documentation: 3 documents uploaded

[Sign and Submit](#)

In the pop-up modal, read the signature terms displayed. Then type your full name, as the person completing the application. If desired, you can also enter any additional notes in the textbox that the childcare provider will see upon submitting the application.

Sign and Submit Application

Signature

Please go back and verify that all information was entered correctly and that there are no accidental typing mistakes.

By typing your full name below, you are verifying that you are the Parent/Legal Guardian of this student and have the authority to make educational decisions on her/his behalf.

By typing your full name, this serves as your electronic signature.

[Sign](#)

Applicant First Name	Applicant Middle Name	Applicant Last Name
<input type="text" value="Isabella"/>	<input type="text" value="Maria"/>	<input type="text" value="Rodriguez"/>

Please write any additional notes for the agency

If desired, enter additional notes here for your childcare provider to see upon submitting

[Cancel](#) [Save](#)

Click the blue “Sign” button to provide your electronic signature, and then click “Save” to submit your application. Again, once you submit, you cannot edit any information unless your child care provider manually changes your application from “Submitted” to “Revisions Needed.”

Note: If there were any errors in your application, you will see an error message telling you exactly what you need to edit in order to submit successfully. Otherwise, congratulations! You have now completed the application process.

Sign and Submit Application

Signature

Please go back and verify that all information was entered correctly and that there are no accidental typing mistakes.

By typing your full name below, you are verifying that you are the Parent/Legal Guardian of this student and have the authority to make educational decisions on her/his behalf.

By typing your full name, this serves as your electronic signature.

Sign

Applicant First Name: Isabella

Applicant Middle Name: Maria

Applicant Last Name: Rodriguez

Please write any additional notes for the agency

Cancel Save

Signature

Click to undo signature and re-start

Click to apply signature

Cancel Apply Signature

Students (view)Other Information (view)

Sign and Submit Application

Signature

Please go back and verify that all information was entered correctly and that there are no accidental typing mistakes.

By typing your full name below, you are verifying that you are the Parent/Legal Guardian of this student and have the authority to make educational decisions on her/his behalf.

By typing your full name, this serves as your electronic signature.

Isabella Rodriguez

✖

Sign

Applicant First Name

Applicant Middle Name

Applicant Last Name

Isabella

Maria

Rodriguez

Please write any additional notes for the agency

Cancel

Save

After submitting, there are several changes to your application. The “Submit” button will now be greyed out and read “Application Already Submitted,” there will be a “view-only” message above the tabs, a “Submitted” status with a confirmation message from your childcare provider, and you will not be able to edit any information in the tabs.

Application Status: Submitted

Your application is in view-only mode

Start

Parents

Children

Contacts

Documents

Other

Submit

Back

Review and Submit

Please review the information in your application before signing and submitting.

Parents (view)

Daniel Rodriguez

Isabella Rodriguez

Students (view)

Valerie Rodriguez

Other Information (view)

Complete

Emergency Contacts (view)

Paulina Rodriguez

George Rodriguez

Other Children (view)

Matthew Thomas Rodriguez

Document Checklists (view)

Eligibility Documentation: 3 documents uploaded

Application Already Submitted



Please only enter information for parents/guardians who are currently living with the child you're... [Show More](#)

Daniel Rodriguez

Email	Head of Household	Primary Contact
	No	No
Gender	Highest Education Level	Address
Male		201 Apple Lane Maple, CA, 90001
Mobile Phone		
(888) 888-8888		
Relationship to Child	Language	Language for Messaging
Father	Spanish, English	English
Authorizations		
Pick Up children		
Sign official documents:		

Isabella Rodriguez

Email	Head of Household	Primary Contact
isabellarodriguez@noemail.com	Yes	Yes
Gender	Highest Education Level	Address
Female		201 Apple Lane Maple, CA, 90001
Mobile Phone		
(777) 777-7777		
Relationship to Child	Language	Language for Messaging
Mother	Spanish, English	English
Authorizations		
Pick Up children		
Sign official documents:		

No "Actions" button

You may also download your application by pressing the teal “Download” button at the bottom of the “Start” tab. Reference this [Completed Application Download](#) to see what a finished application download will look like.

Application Status: Submitted

Your application is in view-only mode

[Start](#)
[Parents](#)
[Children](#)
[Contacts](#)
[Documents](#)
[Other](#)
[Submit](#)

Next >

Applebank USD
 Family Application

Ver en Español

Thank you for taking the time to complete the application for preschool/child care services. We will review the information and contact you soon using the emails and/or phone numbers you included in this application.

Gracias por tomarse el tiempo para completar la solicitud para el programa preescolar. Su solicitud será revisada y nos contactaremos con usted por correos electrónico o números de teléfono que incluiste en la solicitud.

Programs we offer



Part-Day State Preschool Program

State Preschool is a state-funded, no cost part-day or low cost full-day preschool program for children 3 and 4 years old w...

[Click here for a full description of this program](#)

Fee-Based Preschool Program

Applebank USD's fee-based preschool program offers a culturally and developmentally appropriate curriculum with a balance of ...

[Click here for a full description of this program](#)

Completed

Template

Download

You will receive email updates if your childcare provider has changed the status of your application.