

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.

Table of Contents

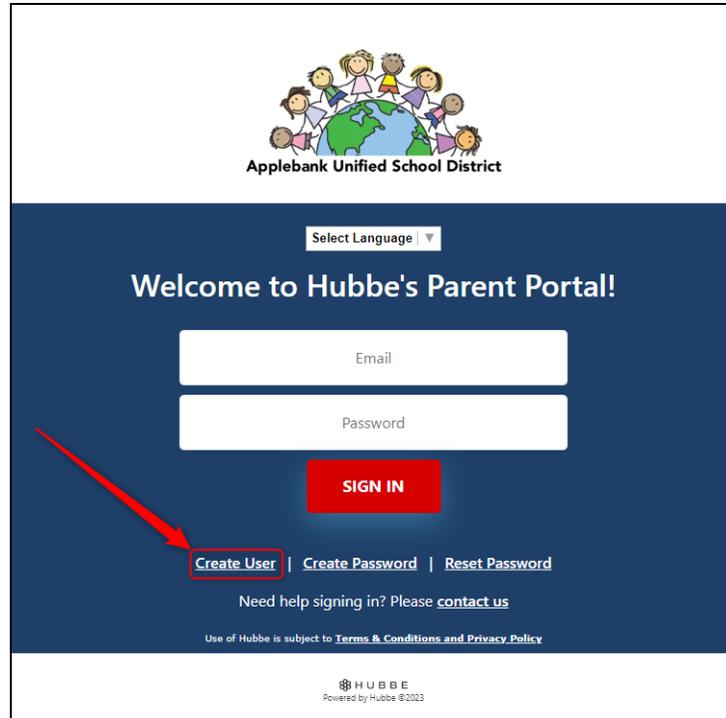
Click on the topic or page number to jump to the corresponding section of the instruction sheet.

Creating a User.....	1
Accepting an Invitation to Apply.....	4
Family Application.....	5
• Reviewing Programs Offered.....	5
• Parents.....	6
• Children.....	10
• Contacts.....	19
• Documents.....	21
• Other.....	24
• Submit.....	29

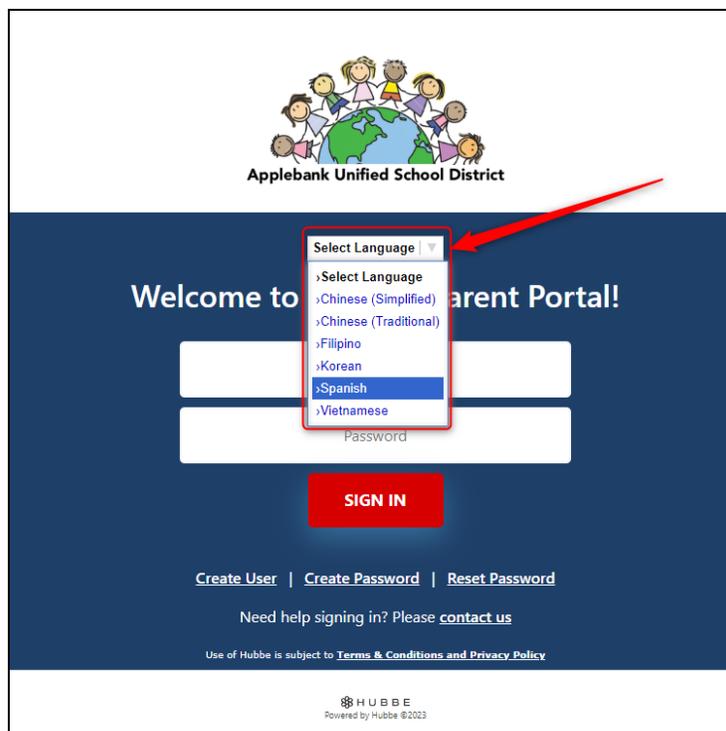
Creating a User

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.**

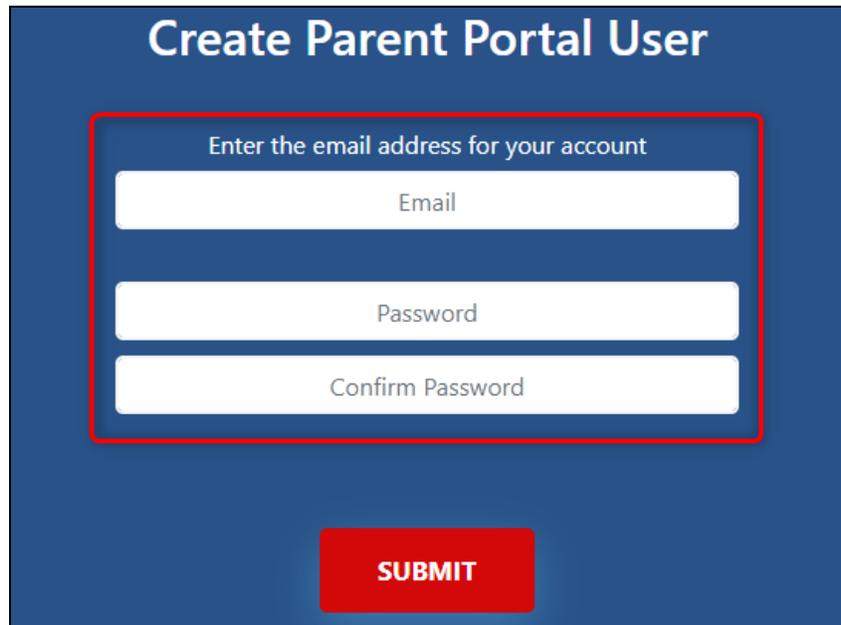


Access your Parent Portal in your desired language by clicking the “Select Language” text and selecting your desired language from the dropdown menu.



2

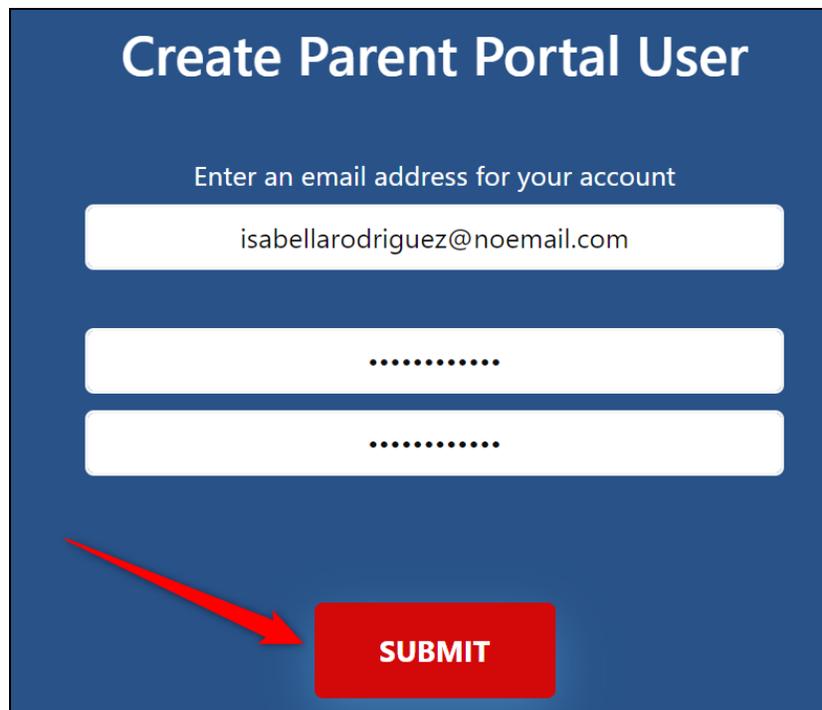
Once you click “Create User,” you’ll be redirected to a screen where you’ll enter your email and password for your new account. Enter the email and password of the parent signing up. This will be your login credential during the application process. Should you start an application, and have to leave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



The screenshot shows a blue background with the title "Create Parent Portal User" in white. Below the title is the instruction "Enter the email address for your account". There are three white input fields: "Email", "Password", and "Confirm Password". A red rectangular box highlights these three input fields. At the bottom center is a red "SUBMIT" button.

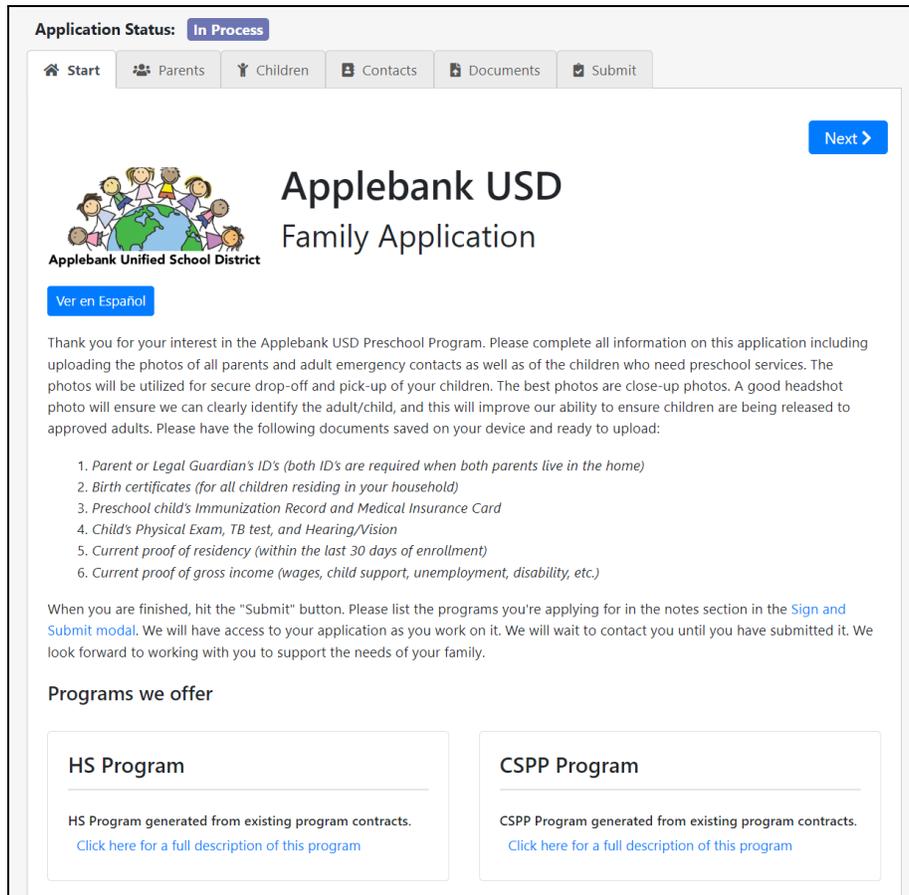
3

Click the red “Submit” button.

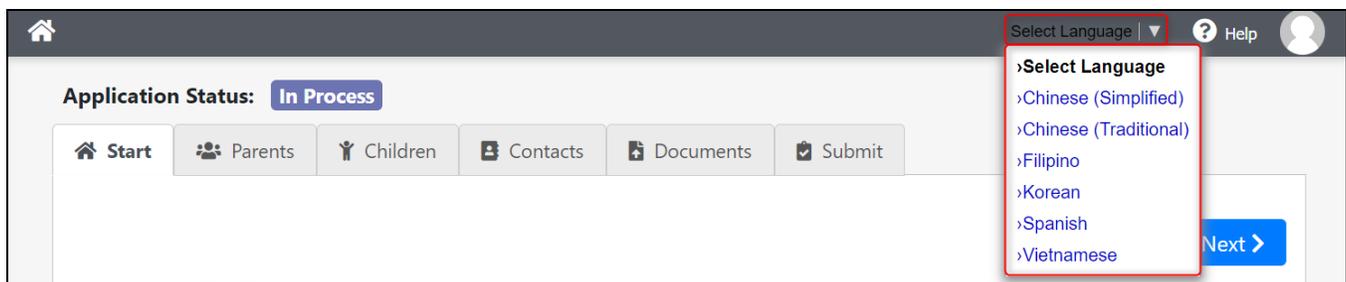


The screenshot shows the same "Create Parent Portal User" form. The "Email" field is now filled with the text "isabellarodriguez@noemail.com". The "Password" and "Confirm Password" fields are filled with dots. A red arrow points from the bottom left towards the red "SUBMIT" button.

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.



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



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.

Applebank USD Enrollment Application

noreply@hubbeinc.com
to isabellarodriguez

Tue, Nov 16, 9:53 AM (1 days ago)

Applebank USD Enrollment Application
You have been invited to enroll for preschool provided by Applebank USD. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as all of the children who need preschool services.
The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up photos. A good close up 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.

Solicitud de inscripción en Applebank USD
Usted ha sido invitado a inscribirse en preescolar proporcionado por Applebank USD. Complete toda la información en esta solicitud, incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares. Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto/niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados.

Login Link / Enlace de inicio de sesión
<http://demo.sishubbe.com/Parents/Applebank>

Click to access the login page for the application portal

Username / Nombre de usuario
isabellarodriguez@noemail.com

Password / Contraseña
toddler35167

Enter the provided username and password to login

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

Applebank Unified School District

Welcome to Hubbe's Parent Portal!

1

2

3 **SIGN IN**

[Create User](#) | [Create Password](#) | [Reset Password](#)

Use of Hubbe is subject to [Terms & Conditions and Privacy Policy](#)

HUBBE
Powered by Hubbe ©2021

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

Next >

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 with your application, please click the **Next >** button in the top right corner of the application modal. We will have a representative contact you within 5 business days. 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



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

Parents/Guardians

< Back
Next >

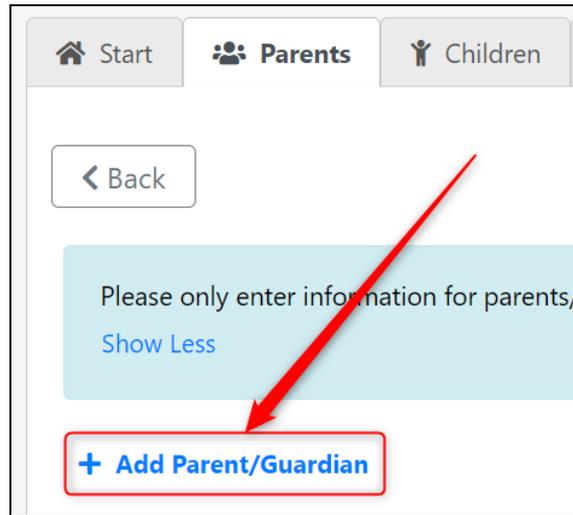
Please only enter information for parents/guardians who are **currently** living with the child you're applying for.

[Show Less](#)

[+ Add Parent/Guardian](#)

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](#)

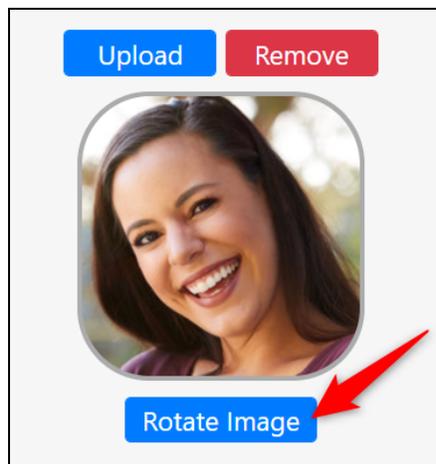


[Rotate Image](#)

Are you the primary contact for the household? ?	First Name	Last Name	Gender
<input type="text" value="Yes"/>	<input type="text" value="Isabella"/>	<input type="text" value="Rodriguez"/>	<input type="text" value="Female"/>
Highest Education Level	Relationship to Child	Head of Household?	
<input type="text"/>	<input type="text" value="Mother (biological or adoptive)"/>	<input type="text" value="Yes"/>	
Address (Line 1)	Address (Line 2)		
<input type="text" value="201 Apple Lane"/>	<input type="text"/>		
City	State	County	Zip Code ?
<input type="text" value="Maple"/>	<input type="text" value="CA"/>	<input type="text" value="San Diego"/>	<input type="text" value="90001"/>
Languages	Preferred Language for Messaging		
<input type="text" value="English"/> <input type="text" value="Spanish"/>	<input type="text" value="English"/>		
Email ?	Home Phone	Mobile Phone	Work Phone
<input type="text" value="isabellarodriguez@noemail.com"/>	<input type="text" value="(xxx) xxx-xxxx"/>	<input type="text" value="(777) 777-7777"/>	<input type="text" value="(xxx) xxx-xxxx"/>
<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred <input checked="" type="checkbox"/> Allow Texting	<input type="checkbox"/> Preferred
Authorized to pick up children from school/care?	Authorized to sign official documents?		
<input type="text" value="Yes"/>	<input type="text" value="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.



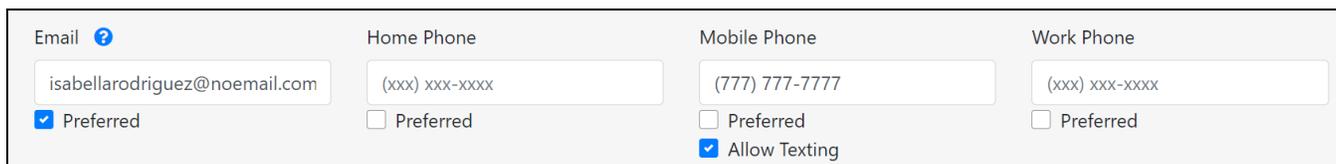
Please note: The “Are you the primary contact for the household?” field should be marked “Yes” for the parent whose email address was used to create the family application. You will not be able to submit the application if the email addresses do not match between the family application portal account 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. The form contains several fields: 'Are you the primary contact for the household?' (dropdown menu with 'Yes' selected), 'First Name' (text input with 'Isabella'), 'Highest Education Level' (dropdown menu), 'Relationship to Child' (dropdown menu with 'Mother (biological or adoptive)'), 'Address (Line 1)' (text input with '201 Apple Lane'), 'City' (text input with 'Maple'), 'Languages' (checkboxes for 'English' and 'Spanish'), 'Email' (text input with 'isabellarodriguez@noemail.com' and a 'Preferred' checkbox checked), 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...' field and the 'Email' field. The callout text 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'. The 'Are you the primary contact...' field and the 'Email' field are also highlighted with red boxes.

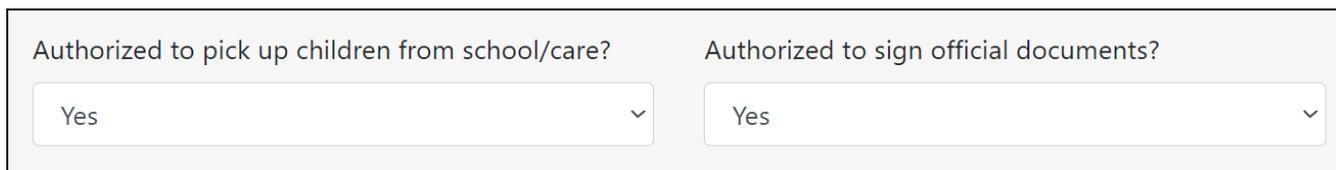
There are two (2) language fields: the “Languages” field and the “Preferred Language for Messaging” field. The “Languages” field allows you to mark every language that the parent speaks, such as English and Spanish. The “Preferred Language for Messaging” field is required and the selection will determine 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.



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.

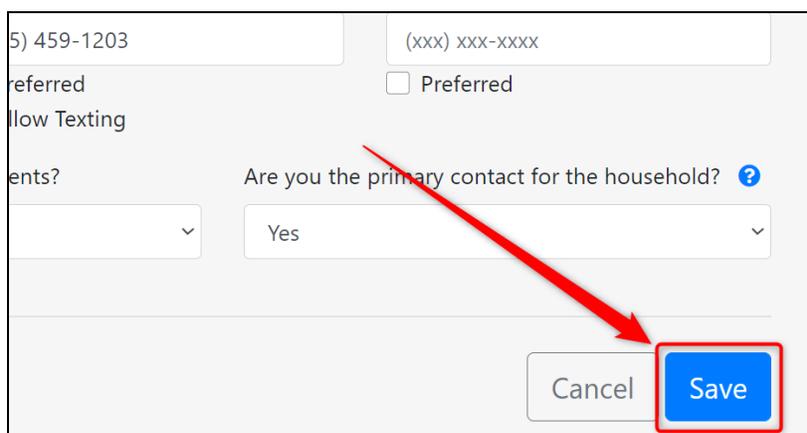


At the bottom, there are two authorization questions, being whether the parent is allowed to pick the child up from school/care and whether the parent is allowed to sign official documentation. Selecting “No” for the “Authorized to pick up children from school/care” field will clearly mark this restriction 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.



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.



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 information for parents/guardians 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.

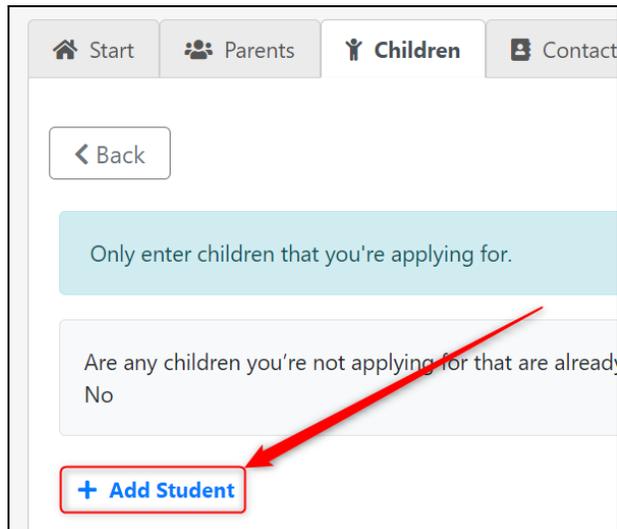
Are any children you're not applying for that are already served at our agency?
No [Edit](#)

[+ Add Student](#)

[+ Add Other Children](#)

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.

Student

Who are you applying for?



First Name: Valerie

Middle Name: Check here if your child does not have a legal middle name

Last Name: Rodriguez

Preferred Name:

Gender: Female

Date of Birth: 06/12/2018 Expected date of birth?

Student lives with: Daniel Rodriguez, Isabella Rodriguez

Spoken Language: English

Country of Birth: United States

State of Birth: California

City of Birth: Maple

Is your child currently learning English as a second language?

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

Select the elementary grade level for your child in the year you're applying for: - SELECT -

Doctor's Full Name: Diana Johnson

Doctor's Phone: (999) 999-9999

Is this child a foster child?: No

Has A Custody Arrangement: No

Photo/Video Consent: Yes

Allergies or Health Concerns

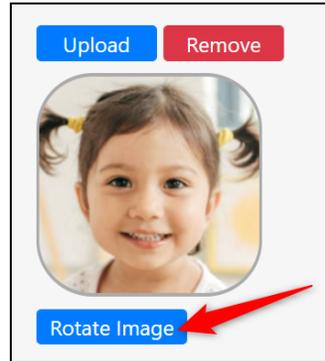
Does your child have any allergies or health concerns? Yes

ADD/ADHD Diabetes

Heart Condition Seizures

Allergies Other Condition

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.

A screenshot of a form field for a child's middle name. The field is titled 'Middle Name' with a question mark icon. Below the title is a text input box containing the name 'Maria'. Underneath the input box is a checkbox followed by the text '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.

A screenshot of a form field for a child's date of birth. The field is titled 'Date of Birth'. Below the title is a date input box containing '06/12/2018' and a calendar icon. Underneath the input box is a checkbox followed by the text 'Expected date of birth?' and a question mark icon.

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.

A screenshot of a form field for a child's spoken language. The field is titled 'Spoken Language'. Below the title is a dropdown menu with 'English' selected. Underneath the dropdown are two checkboxes. The first checkbox is followed by the text 'Is your child currently learning English as a second language?'. The second checkbox is followed by the text '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	Doctor's Phone
<input type="text" value="Diana Johnson"/>	<input type="text" value="(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?

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Seizures
<input type="checkbox"/> Allergies	<input type="checkbox"/> Other Condition
<input type="checkbox"/> Asthma	



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: [dropdown]
- CSPP Program
CSPP Program generated from existing program contracts.
[Click here for a full description of this program](#)
Program Year Applying For: [dropdown]
- 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: [dropdown]
- ASES Base Grant - 3 Hour Program
This is ASES [Click here for a full description of this program](#)
Program Year Applying For: [dropdown]
- Summer Camp
Summer program [Click here for a full description of this program](#)
Program Year Applying For: [dropdown]
- 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: [dropdown]
- 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: [dropdown]
- 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: [dropdown]

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**

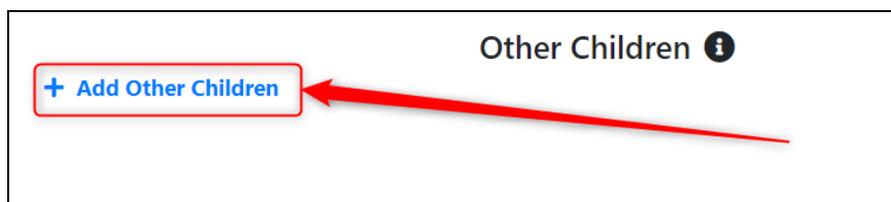
- o Part-Day AM
- Riverbank Preschool
 - o Part-Day AM

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.

The screenshot shows the 'Students' page in an application system. The page title is 'Students' and the application status is 'In Process'. The page has a navigation bar with 'Start', 'Parents', 'Children', 'Contacts', 'Documents', 'Other', and 'Submit'. Below the navigation bar, there is a 'Back' button and a 'Next' button. A light blue banner says 'Only enter children that you're applying for.' Below that, there is a question: 'Are any children you're not applying for that are already served at our agency?' with the answer 'No' and an 'Edit' button. The main content area shows a list of students. The first student is Valerie Rodriguez, with a dropdown arrow next to her name. A red callout with the number '1' points to this dropdown arrow, with the text 'Click to edit or delete the student's information'. To the right of Valerie Rodriguez's name is a green 'Applying' badge and an 'Edit' button. A red callout with the number '2' points to this 'Edit' button. Below the student's name is a form with various fields: Date of Birth (06/12/2018), Gender (Female), Elementary School Grade Level, Spoken Language (English), Doctor Information (Name: Diana Johnson, Phone Number: (999) 999-9999), Medication Required at School (No), Place of Birth (Maple, California, UnitedStates), Student Lives With (Daniel Rodriguez, Isabella Rodriguez), Health Concerns, and Photo/Video Consent (Yes). A red callout with the number '3' points to the 'Edit Student' and 'Remove Student' buttons in the top right corner of the form. Below the form is a 'Program Details' section with a 'Change Programs' button. A red callout with the number '4' points to this button, with the text 'Click to edit the program(s)'. At the bottom of the page is a '+ Add Student' button. A red callout with the number '5' points to this button, with the text 'Click to add another student'.

- 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.



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:

Buttons: 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

Buttons: Edit, Transfer to Student, Remove

Date of Birth	Gender	Grade Level	School of Attendance
09/14/2021	Male		

Buttons: + 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

Students

Buttons: Back, 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.

Application Status: **In Process**

Start Parents Children **Contacts** Documents Other Submit

[Back](#) Emergency Contacts [Next](#)

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

Add adults that you would like to be contacted in the case of an emergency as "Emergency Contacts." If there are other adults that you want to be able to pick up your child from school or care, but you don't want them to be contacted in the case of an emergency, add them as an **authorized pickup only**. [Show Less](#)

[+ 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.

Application Status: **In Process**

Start Parents Children **Contacts** Documents Other Submit

[Back](#) Emergency Contacts [Next](#)

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

Add adults that you would like to be contacted in the case of an emergency as "Emergency Contacts." If there are other adults that you want to be able to pick up your child from school or care, but you don't want them to be contacted in the case of an emergency, add them as an **authorized pickup only**. [Show Less](#)

[+ Add Emergency Contact / Authorized Pickup](#)

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

i 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

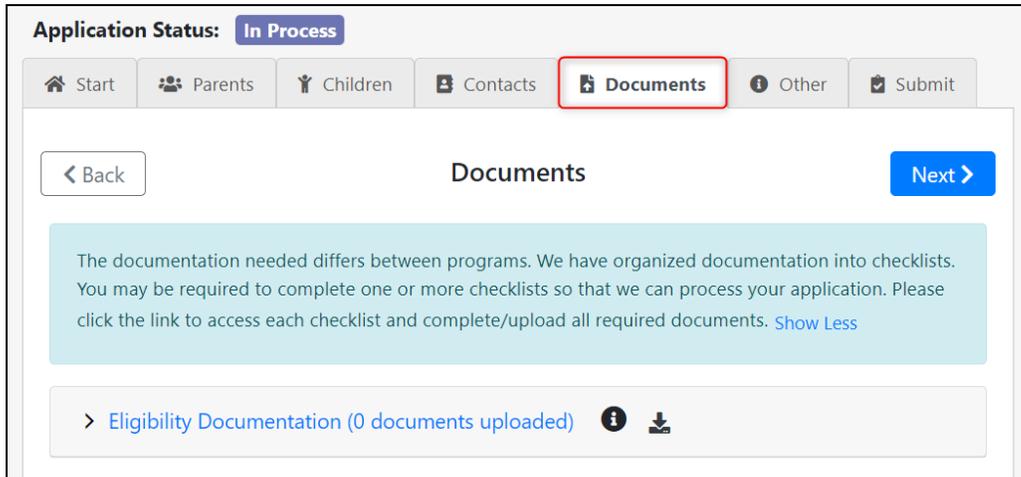
Click here to edit or remove a contact

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

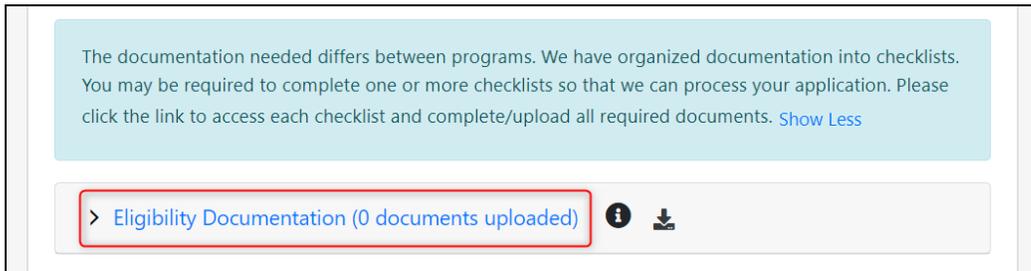
Documents

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.



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



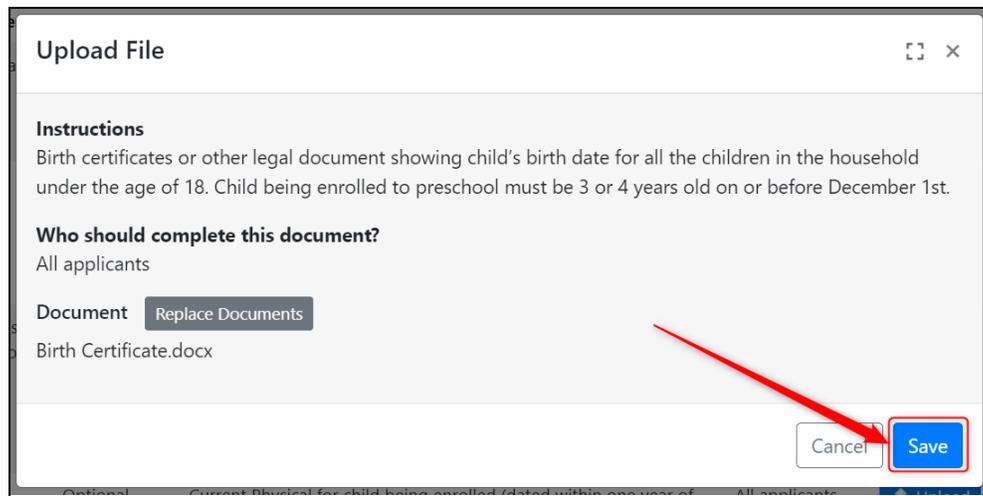
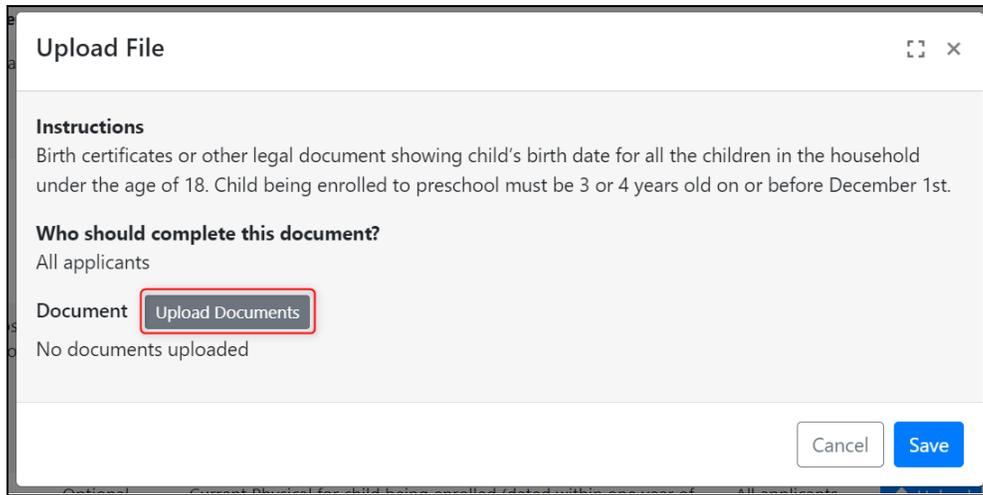
2

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.

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

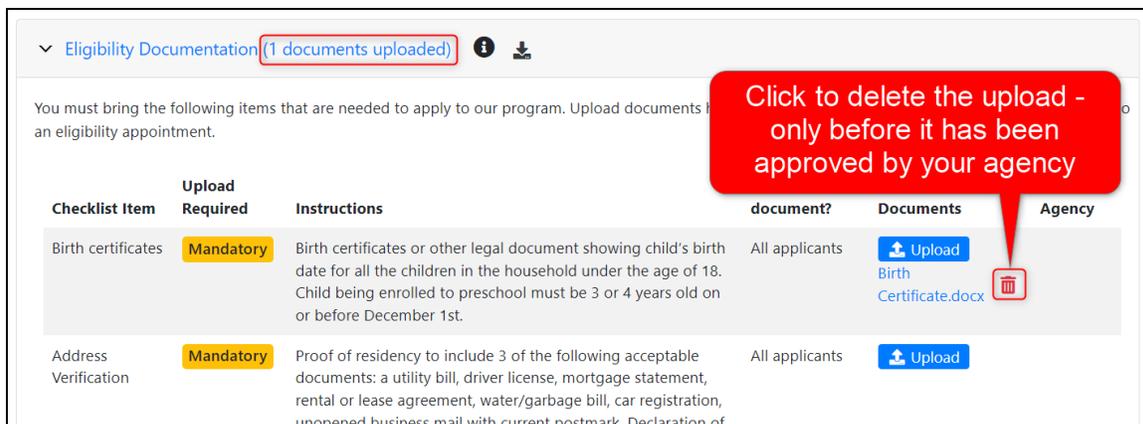
In the pop-up modal, click the grey “Upload Documents” button. Select the file from your computer, and then click the blue “Save” button in the modal.



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.”



Other

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 navigation 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 contains the text: '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 list:

- 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 with the same red warning box as above. Below the warning box is the 'Additional Family Information' section, which contains a link: Provide Family Size and Income. 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. 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 provider to 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.

Do you have any sources of income?
 Yes No

Isabella Rodriguez Daniel Rodriguez

How often do you get paid? Weekly Monthly

Parent A Week 1	Parent A Week 2	Amount
\$ 600.00	\$ 600.00	\$ 3000.00
Parent A Week 3	Parent A Week 4	Child Support Paid Out Per Month
\$ 600.00	\$ 600.00	\$ 0.00

Child Support Paid Out Per Month \$ 0.00

Child Support Received Per Month \$ 0.00

Spousal Support Received Per Month \$ 0.00

Are you currently receiving Cash Aid, CalWORKS, AFDC, or TANF? No

If yes, amount received per month \$ 0.00

Are you receiving SSI? No

If yes, amount received per month \$ 0.00

Are you receiving SSA? No

If yes, amount received per month \$ 0.00

Are you receiving SNAP or CalFresh benefits? No

If yes, amount received per month \$ 0.00

Other Sources Of Income per month \$ 0.00

Cancel Save

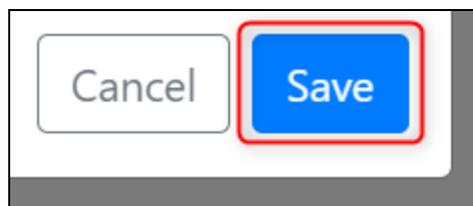
- OR -

Do you have any sources of income?
 Yes No

Please explain

Unemployed due to health issues

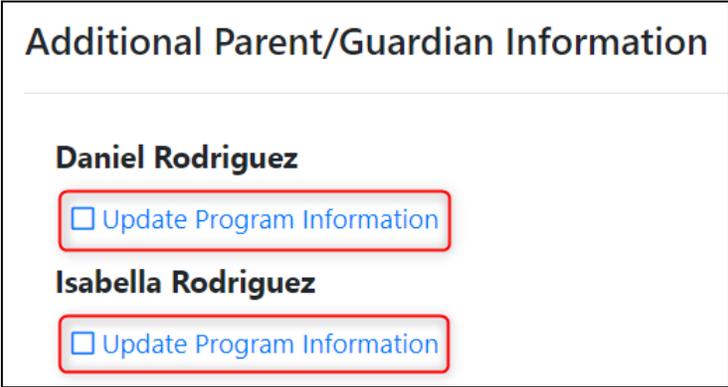
When you are done, click the blue “Save” button. The checkbox next to the “Provide Family Size and Income” link will now be checked to indicate that you have completed this part.



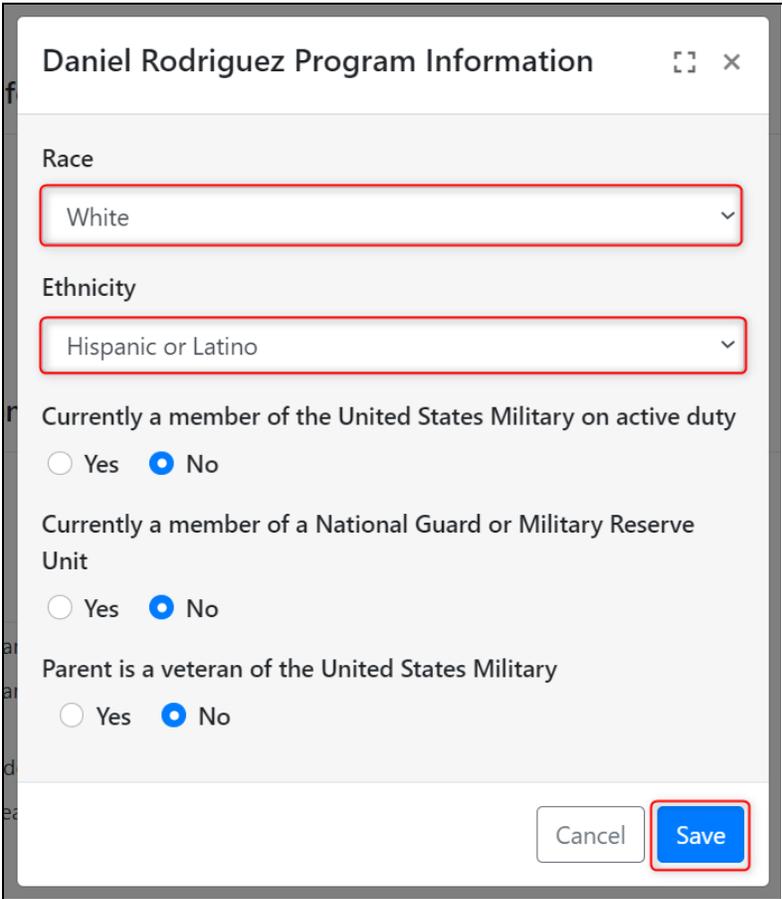


2

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.



In the pop-up modal, enter the parent’s race and ethnicity, and then click “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>Race of Student White</p> <p>Special Needs</p> <p><input type="checkbox"/> Active CPS Case ?</p> <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"/> At Risk ?</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"/> Active Court Case ?</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>
---	---	--

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 x v

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 x v

3) Which language(s) does your child understand?

English, Spanish x v

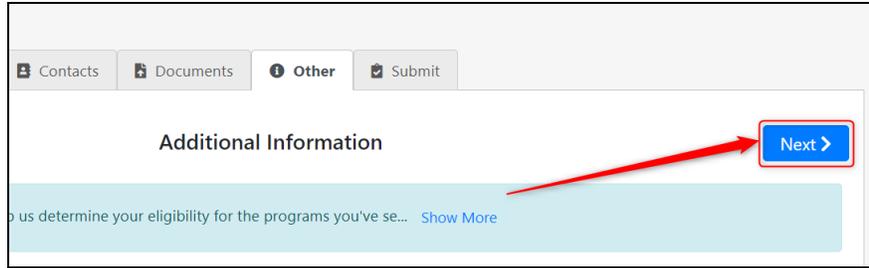
4) Which language(s) does your child speak?

English, Spanish x v

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.

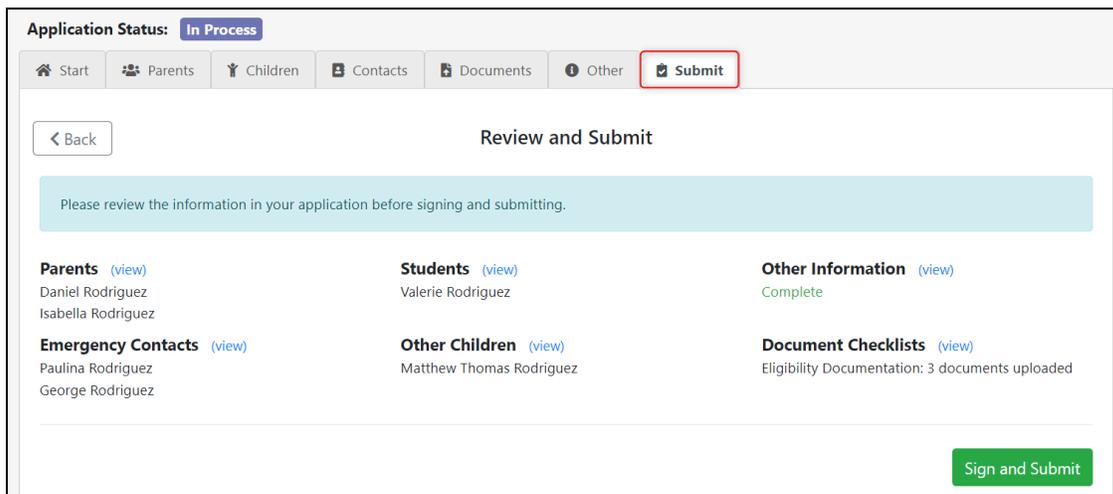
4

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.

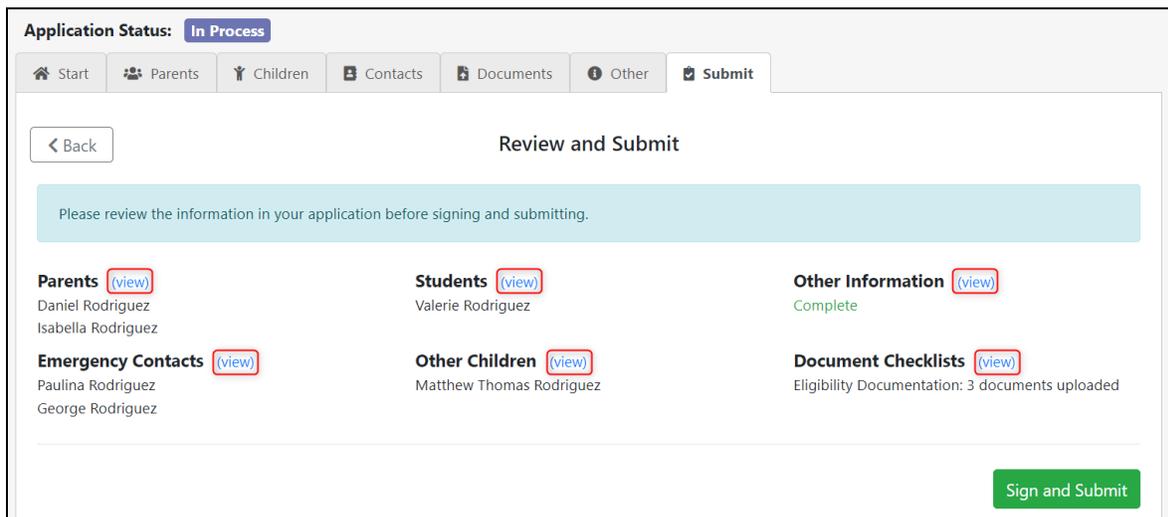


Submit

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.



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.”



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

Isabella Rodriguez

Click to apply signature

Cancel Apply Signature



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.

 ✖

Applicant First Name: Applicant Middle Name: Applicant Last Name:

Please write any additional notes for the agency

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			Isabella Rodriguez		
Email	Head of Household	Primary Contact	Email	Head of Household	Primary Contact
	No	No	isabellarodriguez@noemail.com	Yes	Yes
Gender	Highest Education Level	Address	Gender	Highest Education Level	Address
Male		201 Apple Lane Maple, CA, 90001	Female		201 Apple Lane Maple, CA, 90001
Mobile Phone			Mobile Phone		
(888) 888-8888			(777) 777-7777		
Relationship to Child	Language	Language for Messaging	Relationship to Child	Language	Language for Messaging
Father	Spanish, English	English	Mother	Spanish, English	English
Authorizations			Authorizations		
Pick Up children ✔			Pick Up children ✔		
Sign official documents: ✔			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

Applebank Unified School District

[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 incluíste 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.