

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.

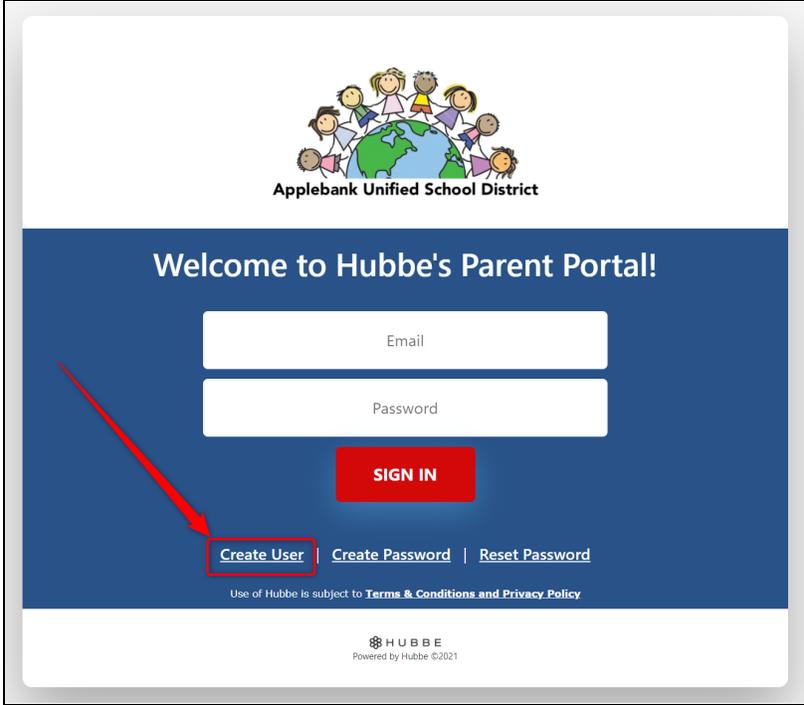
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Creating a User

- 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.**



Applebank Unified School District

Welcome to Hubbe's Parent Portal!

Email

Password

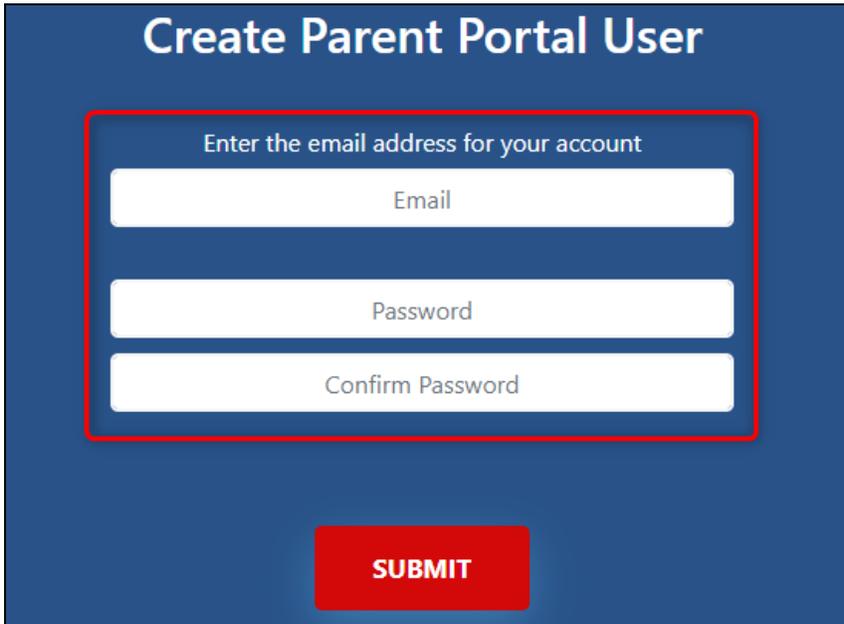
SIGN IN

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

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HUBBE
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- 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.



Create Parent Portal User

Enter the email address for your account

Email

Password

Confirm Password

SUBMIT

3

Click the red “Submit” button.

Create Parent Portal User

Enter an email address for your account

SUBMIT

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, “Welcome,” 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 above the tabs.

Applebank USD Family Application

Download Application Ver en Español

- Welcome
- Parents/Guardians Step 1
- Students/Children Step 2
- Emergency Contacts Step 3
- Additional Information Step 4
- Documents Step 5
- Review and Submit Step 6

Welcome!

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.

Application Status: **In Process**

Programs we offer

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](#)

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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 “Welcome” 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.

Welcome!

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 are ready to working with you to support the needs of your family.

Application Status: **In Process**

Programs we offer

Full-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](#)

Infant and Toddler Subsidized Child Care

This full day-full year child care program for children ages 4 months to 36 months old serves approximately 88 children. Fami...

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

School-Age Before and After Care Program- Non-Subsidized

When you're a working family with school-age children, finding reliable before- and after-school care can be hard to come by...

School-Age Before and After School Subsidized Program

The program welcomes and is prepared to serve all children when the program meets the needs of the child in the least restric...



Full-Day State Preschool Program Description

State Preschool is a state-funded, **no cost part-day or low cost full-day** preschool program for children 3 and 4 years old which is offered to eligible families.

Full Day State Preschool - center-based program for children 3 and 4 years old, designed for working parents or parents who are attending school. The full-day hours are 6:30 a.m. to 6:00 p.m., Monday through Friday (hours vary according to the needs of the family). It is only available at one location.

Please see the income ceilings below to determine if you're eligible based on your family size and income.

Income Guidelines ⓘ

Family Size	Family Monthly Income	Family Yearly Income
1	\$5889	\$70665
2	\$5889	\$70665
3	\$6511	\$78135
4	\$7441	\$89297
5	\$8632	\$103584
6	\$9823	\$117872
7	\$10046	\$120550
8	\$10269	\$123230
9	\$10492	\$125909
10	\$10716	\$128587
11	\$10939	\$131266

Close

Step 1: Parents/Guardians

After reviewing the services that your agency offers, it is time to move on to the “Parents/Guardians” 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.

Welcome **Parents/Guardians Step 1** Students/Children Step 2 Emergency Contacts Step 3 Additional Information Step 4 Documents Step 5 Review and Submit Step 6

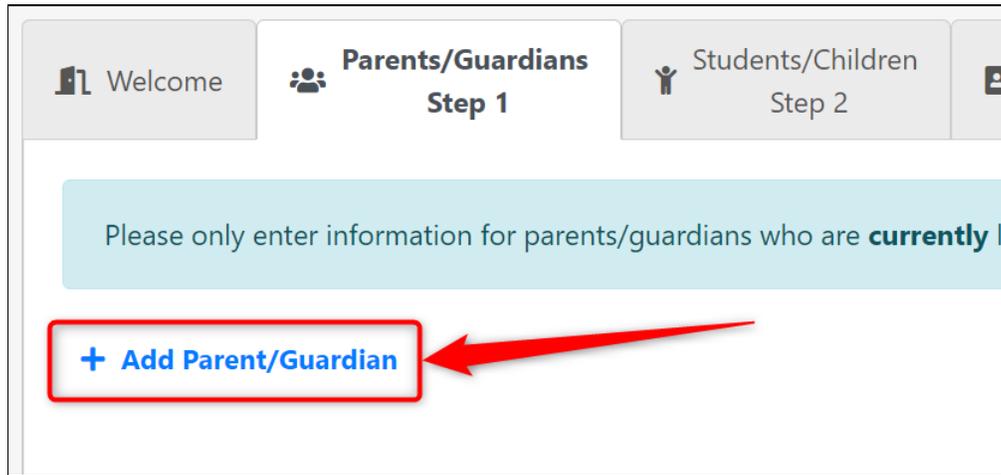
Please only enter information for parents/guardians who are **currently** living with the child you're applying for.

[+ Add Parent/Guardian](#)

Previous **Next**

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](#)

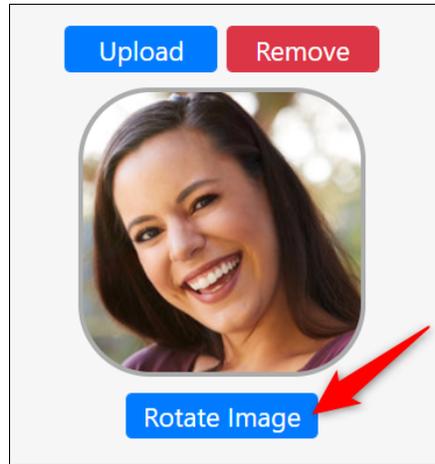


[Rotate Image](#)

First Name	Last Name	Gender	
<input type="text" value="Isabella"/>	<input type="text" value="Rodriguez"/>	<input type="text" value="Female"/>	
Relationship to Child	Head of Household?		
<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, 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="(555) 459-1203"/>	<input type="text" value="(xxx) xxx-xxxx"/>
<input checked="" type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred
		<input checked="" type="checkbox"/> Allow Texting	
Authorized to pick up children from school/care?	Authorized to sign official documents?	Are you the primary contact for the household?	
<input type="text" value="Yes"/>	<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.



The “Head of 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 “Head of Household” for the family. Only **one parent** can be marked as Head of Household.

A screenshot of a parent information form. The form contains several fields: First Name (Isabella), Last Name (Rodriguez), Gender (Female), Relationship to Child (Mother), Address (Line 1) (201 Apple Lane), City (Maple), Languages (English, Spanish), Email (isabellarodriguez@noemail.com), Home Phone, Mobile Phone ((555) 459-1203), and Work Phone. A red callout box with a white background and a red border points to the 'Head of Household?' dropdown menu, which is currently set to 'Yes'. The callout text reads: "If this parent is the Head of the Household, the email address entered here must match the email address used to create the family application portal account". The 'Email' field is also highlighted with a red box.

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 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.

A close-up screenshot of two dropdown menus. The first is labeled 'Languages' and has 'English, Spanish' selected. The second is labeled 'Preferred Language for Messaging' and has '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.

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="(555) 459-1203"/>	<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

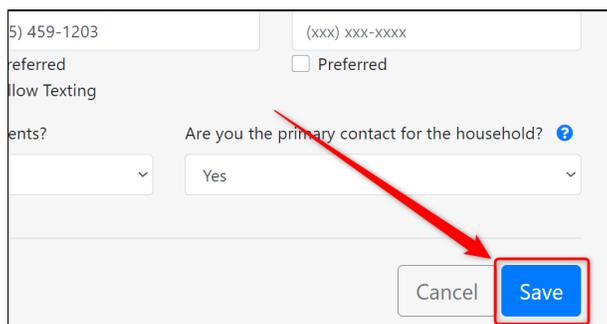
At the bottom, there are two authorization questions, being whether the parent is allowed to pick the child up from school/care and whether the parent is allowed to sign official documentation. Selecting “No” for the “Authorized to pick up children from school/care” field will clearly mark this restriction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

Authorized to pick up children from school/care?	Authorized to sign official documents?
<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

The last field on the parent record page indicates whether this parent is the primary contact for the household. Two things will occur upon this selection if “Yes” - firstly, the household record in Hubbe will list this parent’s phone number and address as the household’s primary contact information. Secondly, this parent record will receive a parent portal account using the email address used to create this family application. After your application has been intaken by your child care provider, you will be able to access the main parent portal that allows you to view family information, sign forms, upload documents, pay family fees, communicate with your child care provider, and more.

Are you the primary contact for the household? 
<input type="text" value="Yes"/>

- 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 a portion of the form with the following elements: a mobile phone number field containing '(5) 459-1203', a home phone field containing '(xxx) xxx-xxxx', a 'Preferred' checkbox, an 'Allow Texting' checkbox, a dropdown menu, and the question 'Are you the primary contact for the household?' with a 'Yes' selection. A red arrow points from the question area to a blue 'Save' button, which is also outlined in red. A 'Cancel' button is visible to the left of the 'Save' button.

4

You'll be directed back to the "Parents/Guardians" 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 at the bottom right of the tab.

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

[+ Add Parent/Guardian](#)

Click to add another parent record

Click to edit or delete this parent record

Click to go to the next step: entering children in the family

Previous [Next](#)

Isabella Rodriguez	Edit	Actions
Remove		
Email isabellarodriguez@noemail.com	Head of Household Yes	Primary Contact Yes
Address 201 Apple Lane Maple, CA, 90001	Gender Female	Mobile Phone (555) 459-1203
Relationship to Child Mother	Language Spanish, English	Language for Messaging English
Authorizations Pickup children <input checked="" type="checkbox"/> Sign official documents <input checked="" type="checkbox"/>		

Step 2: Students and Other Children in the Home

The next step in the family application is entering the children in the household in the "Students/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.

Welcome Parents/Guardians **Students/Children Step 2** Emergency Contacts Step 3 Additional Information Step 4 Documents Step 5 Review and Submit Step 6

In this section, only enter children that you're applying for.

[+ Add Student](#)

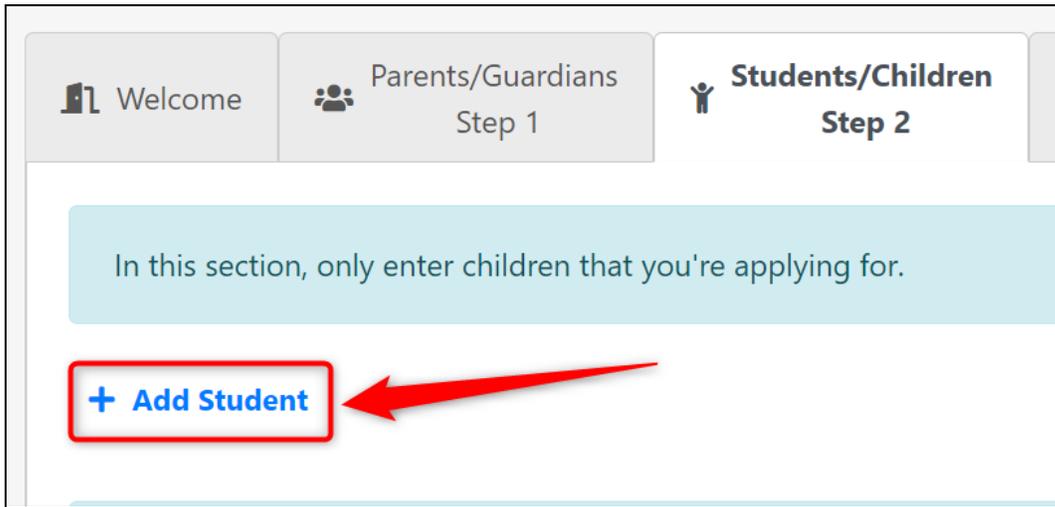
In this section, enter any additional children that live in the same household as the one you're applying for.

[+ Add Other Children](#)

Previous [Next](#)

1

Click the blue “Add a Student” button 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, allergies/health concerns, and elementary school grade level being optional.

Student

Who are you applying for?

[Upload](#) [Remove](#)



[Rotate Image](#)

First Name:

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

Last Name:

Gender:

Date of Birth: 
 Expected date of birth? [?]

Student lives with:

Student needs enrollment:

City of Birth:

State of Birth:

Country of Birth:

Spoken Language:
 Is your child currently learning English as a second language?

Elementary School Grade Level:

Doctor's Full Name:

Doctor's Phone:

Allergies or Health Concerns

ADHD Diabetes

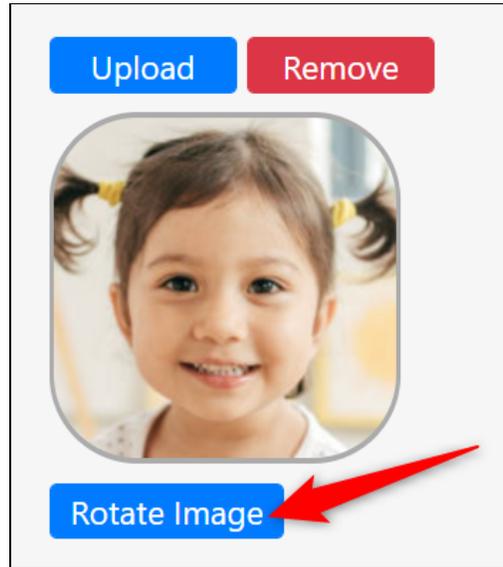
Heart Condition Seizures

Allergies Other Condition

Bee Sting Allergy

Food Allergy

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? ?

The “Student needs enrollment” field may seem repetitive, but serves to allow you to remove children who you previously applied for in past years from the “enrolling children” list. For example, if you applied to the agency last year for one child who has now outgrown the program’s services, you can select “No” in this field for the child’s existing student record to indicate that the child no longer needs services. If the child is enrolling for services in this application, you will need to select “Yes” for this field in order to be able to select the program you are applying for.

Student needs enrollment

Yes ▾

For the “Spoken Language” field, only select the 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.

Spoken Language

English ▾

Is your child currently learning English as a second language?

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.

Elementary School Grade Level

- 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
Diana Johnson	(555) 465-2212

Lastly, report any allergies or health concerns that your childcare providers should be aware of. 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

ADHD

Heart Condition

Allergies

Asthma

Diabetes

Seizures

Other Condition



Allergies

Bee Sting Allergy

Food Allergy

Common Food Allergies (select all that apply)

Milk

Eggs

Wheat

Peanuts

Tree Nuts

Soy

Fish

Shellfish

Other:

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

Valeria 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.

Describe, specifically, what triggers the child's allergy

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

Hives, swelling, difficulty breathing

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

If exposed, list all medications and dosages needed by the child while at childcare/school including information about storing and dispensing medication

EpiPen immediately upon exposure to peanuts or shellfish.

List Child's Allergy Doctor's name

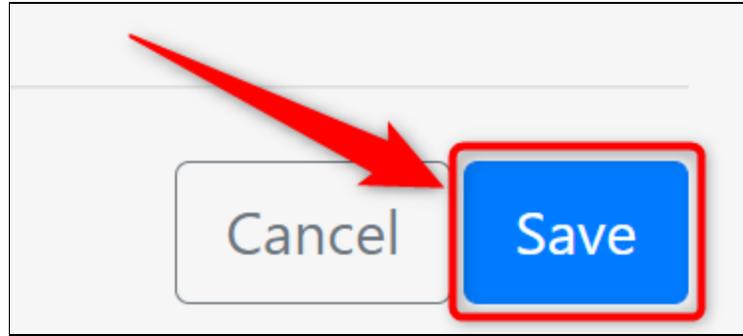
Diana Johnson

List Child's Allergy Doctor's phone number

(555) 465-2212

3

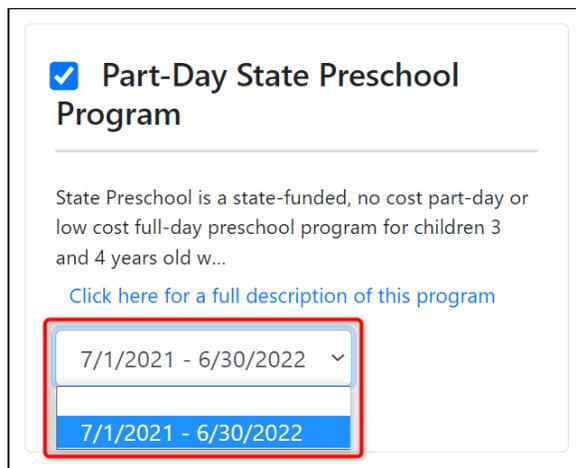
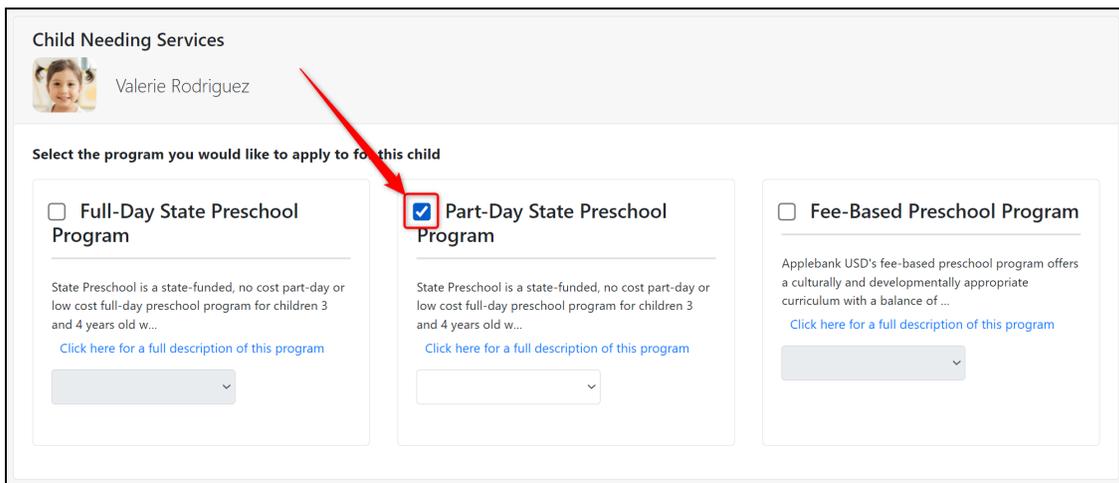
Once you are done entering the student’s information, click the blue “Save” button. Please note that you can always click “Save” before finishing and come back later to complete the student’s record before submitting the application.



4

If you selected “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.



When you are done, click “Save.” Please note that you can select more than one program for each student.

Child Needing Services
Valerie Rodriguez

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

Full-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](#)

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](#)
7/1/2021 - 6/30/2022

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](#)

Cancel Save

5 You'll be directed back to the “Students/Children” tab where the new student record card will be displayed. Click the blue “Actions” button to either edit or delete this student record, or click the blue “Add Student” link to add another student record. If there is only one student applying for services, or if you would like to begin entering the other children in the family, you can scroll down to the “Other Children” section of this tab.

Welcome Parents/Guardians Step 1 Students/Children Step 2 Emergency Contacts Additional Information Step 4

In this section, only enter children that you're applying for.

+ Add Student

Click to add another student

Click to add another student, edit the student's information or program(s), or to delete the student

Valerie Rodriguez

Edit Student Actions
Change Program
Remove

Date of Birth
06/12/2018

Student needs enrollment
Yes

Place of Birth
Maple, CA, USA

Spoken Language
English

Student Lives With
Daniel Rodriguez, Isabella Rodriguez

Doctor Information
Name: Diana Johnson
Phone Number: (555) 465-2212

Health Concerns
Asthma, Food Allergy

Medication Required at School
No

Selected Programs
Part-Day State Preschool Program

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.

Welcome Parents/Guardians Step 1 **Students/Children Step 2** Emergency Contacts Step 3 Additional Information Step 4

In this section, only enter children that you're applying for.

[+ Add Student](#)

Valerie Rodriguez [Actions](#)

Date of Birth 06/12/2018	Student needs enrollment Yes	Gender Female
Place of Birth Maple, CA, USA	Spoken Language English	Student Lives With Daniel Rodriguez, Isabella Rodriguez
Doctor Information Name: Diana Johnson Phone Number: (555) 465-2212	Health Concerns Asthma, Food Allergy	Medication Required at School No
Selected Programs Part-Day State Preschool Program		

In this section, enter any additional children that live in the same household as the one you're applying for.

[+ 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 this section of the "Student/Children" tab. Click the blue "Actions" button to either edit or delete the child record - or click "Transfer 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.

In this section, enter any additional children that live in the same household as the one you're applying for.

+ Add Other Children

Click to add another "Other child"

Matthew Rodriguez

Actions

- Edit
- Remove
- + Transfer to Student

Click to edit, delete, or transfer the child

Date of Birth 09/14/2021

Gender Male

School of Attendance

8

Once you are finished adding all the necessary children to the family application, click the blue "Next" button in the bottom right corner of your screen.

Other Children

Matthew Rodriguez

Actions

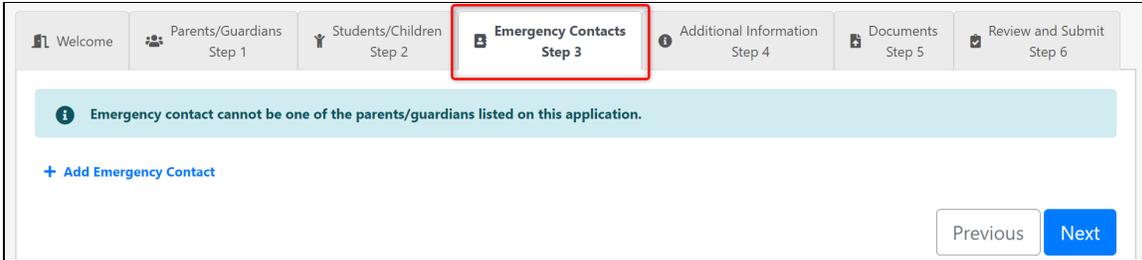
Gender	Grade Level	School of Attendance
Male		

021

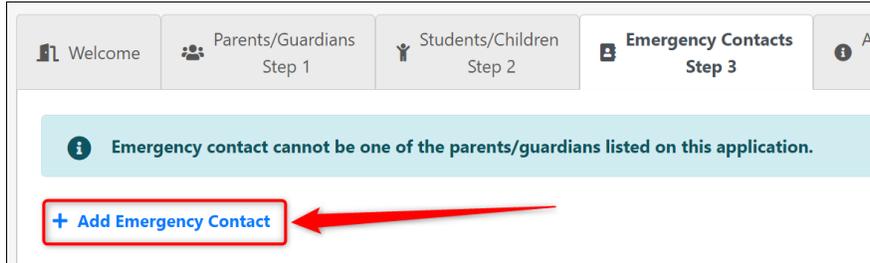
Previous **Next**

Step 3: Emergency Contacts

The next step in the family application is entering the emergency contacts 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 at least one phone number listed and a primary language.



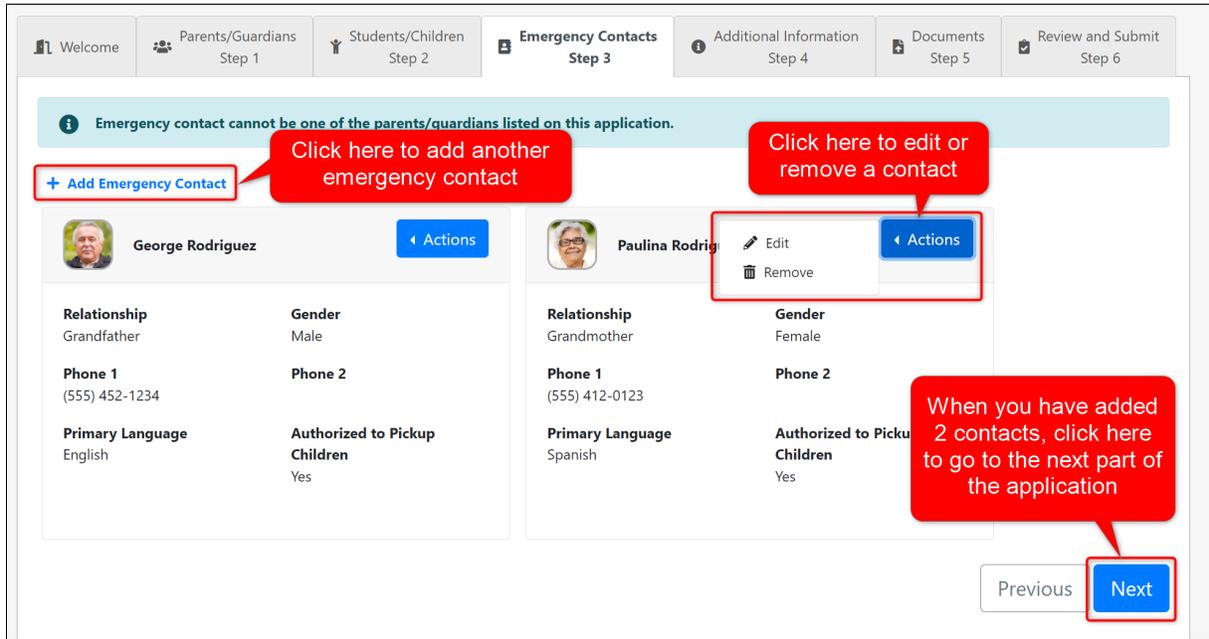
- 1 Click on the blue “Add an Emergency Contact” link to add emergency contact information. Remember that emergency contacts cannot be one of the parent/guardian records you have already entered.



- 2 Enter the first, middle, and last name of the emergency contact. 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.”

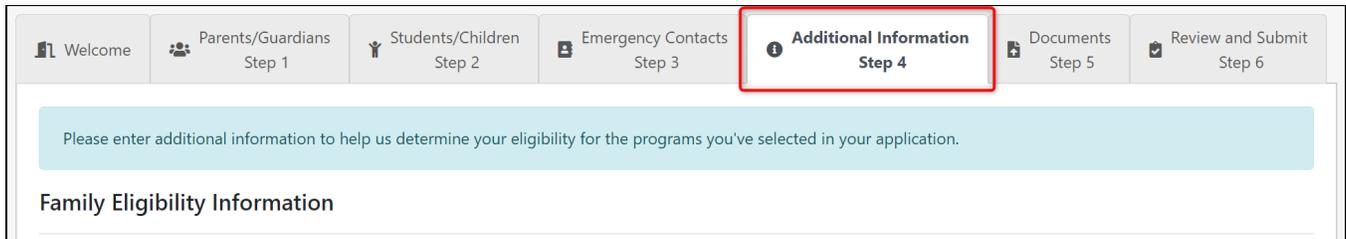
3

You will be led back to the “Emergency 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.

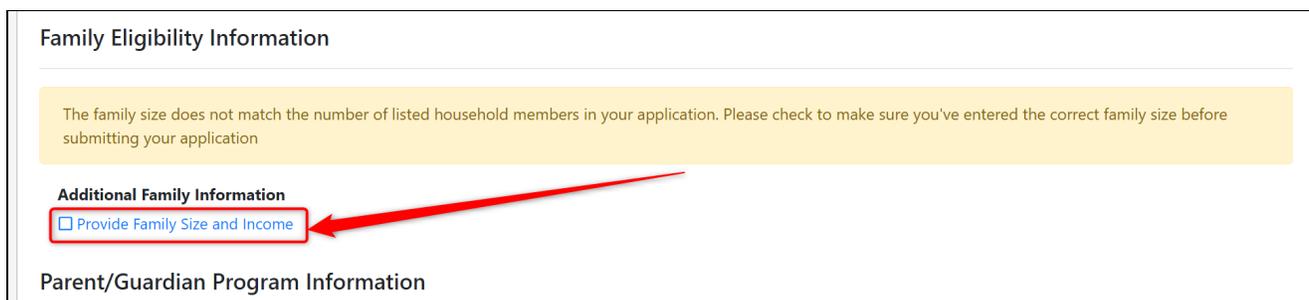


Step 4: Additional Information

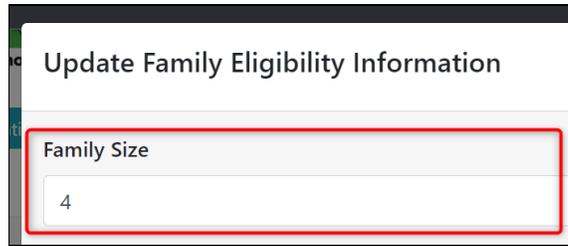
The next step in the family application is entering the additional information for the family, including family size and income, demographic information, and site/time preferences. Make sure that each checkbox listed in this tab is checked to successfully submit your application.



Family Eligibility Information: First click the “Provide Family Size and Income” link to enter this information. Notice the yellow warning message above that the family size does not match the number listed in the application - this is because you have yet to enter a number. Once you provide the accurate number, this warning message will go away.



In the 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.

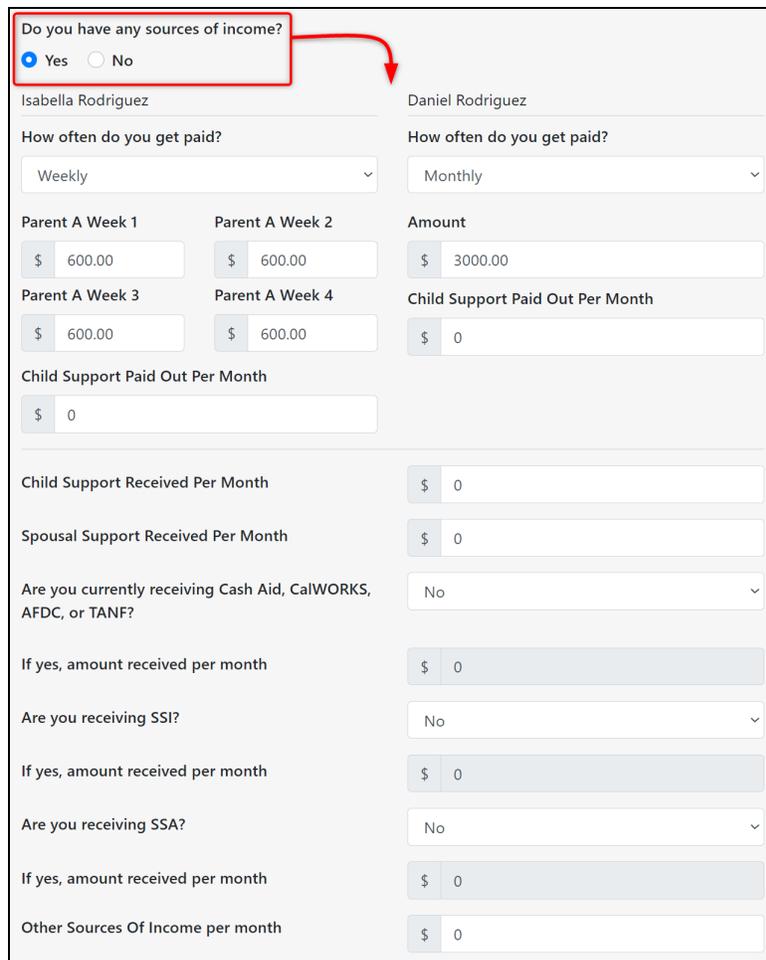


Update Family Eligibility Information

Family Size

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.



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

Child Support Paid Out Per Month \$ 0

Child Support Received Per Month \$ 0

Spousal Support Received Per Month \$ 0

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

If yes, amount received per month \$ 0

Are you receiving SSI? No

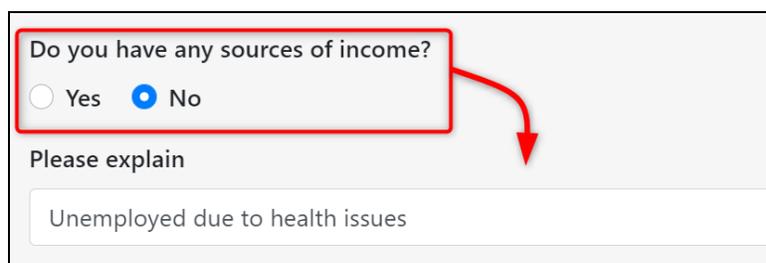
If yes, amount received per month \$ 0

Are you receiving SSA? No

If yes, amount received per month \$ 0

Other Sources Of Income per month \$ 0

- OR -



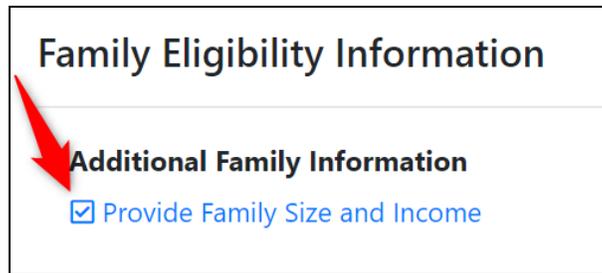
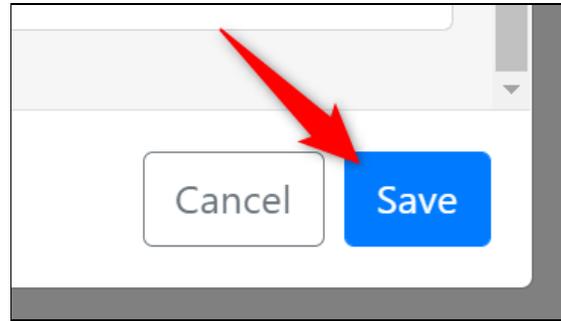
Do you have any sources of income?

Yes No

Please explain

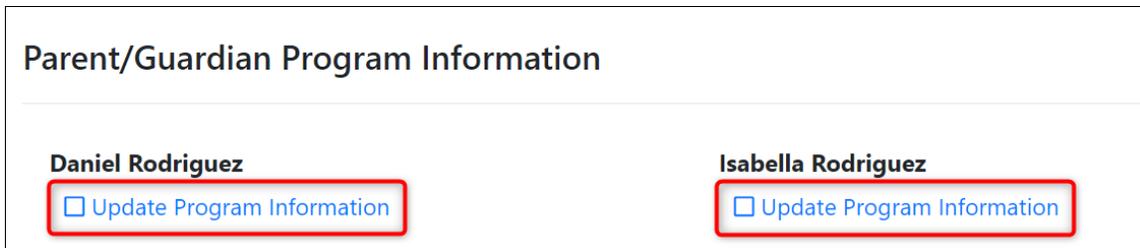
Unemployed due to health issues

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

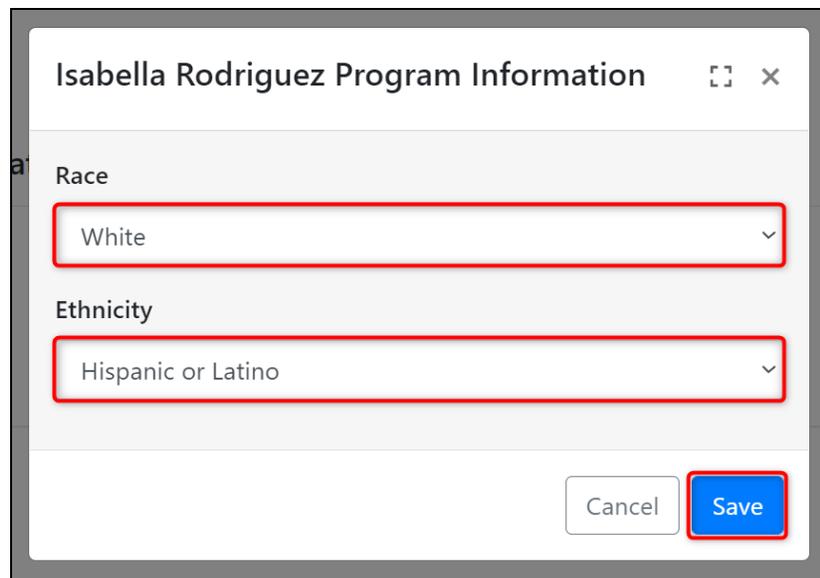


2

Parent/Guardian Program 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.

Parent/Guardian Program Information	
Daniel Rodriguez <input checked="" type="checkbox"/> Update Program Information	Isabella Rodriguez <input checked="" type="checkbox"/> Update Program Information

3

Student Program Information: Lastly, you will need to enter the student's program information and site/time preferences, and if applicable, the drop off and pick up times. Your childcare provider may select to hide the "Drop Off and Pick Up Times" item, so you may not notice this item in your tab.

Student Program Information	
Valerie Rodriguez <input type="checkbox"/> Update Program Information	Required
Part-Day State Preschool Program <input type="checkbox"/> Select Site Preference for Part-Day State Preschool Program	Required
<input type="checkbox"/> Specify Dropoff and Pickup Times for Part-Day State Preschool Program	Optional

First click the "Update Program Information" for the student. In the pop-up modal, enter the student's ethnicity and race(s) in every field. There are three different fields provided in this section of the application: State, DRDP, and Federal race categories. These fields are separate because each entity has a distinct set of reports that use different definitions of race.

Student Program Information	
Valerie Rodriguez <input type="checkbox"/> Update Program Information	



Parents/Guardians Students/Children Emergency Contacts **Additional Information** Documents

Valerie Rodriguez Program & Special Needs Information

Ethnicity

Hispanic or Latino

Race of student defined by State of California (Select up to 5)

White

Race of student defined by The Student Assessment Tool DRDP (Select all that apply)

White

Race of student defined by Federal Government (Select 1)

White

It is very 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.

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)

12/02/2019

Does your child receive Special Education services through an Individualized Education Program (IEP)

Yes No

Race of student defined by State of California (Select up to 5)

White

Special Needs

Active CPS Case ?

Children who are recipients of child protective services. They will be enrolled upon written referral from a legal, medical, or social services agency.

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.

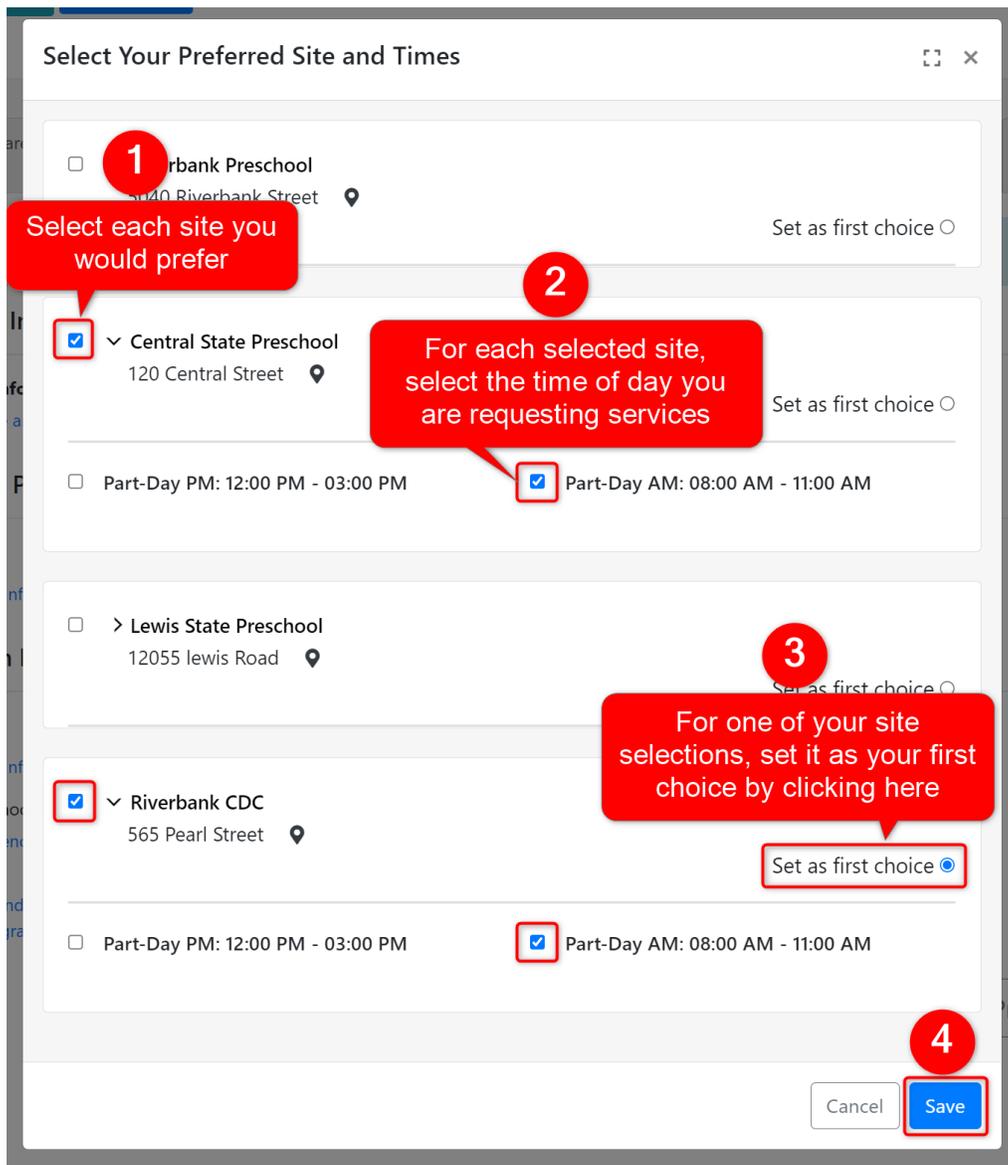
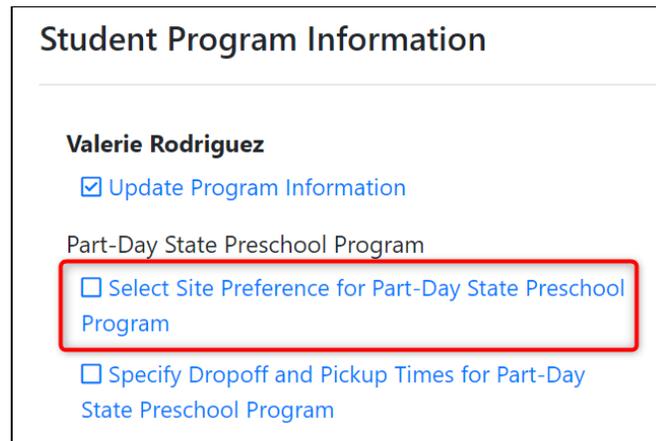
At Risk ?

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.

Active Court Case ?



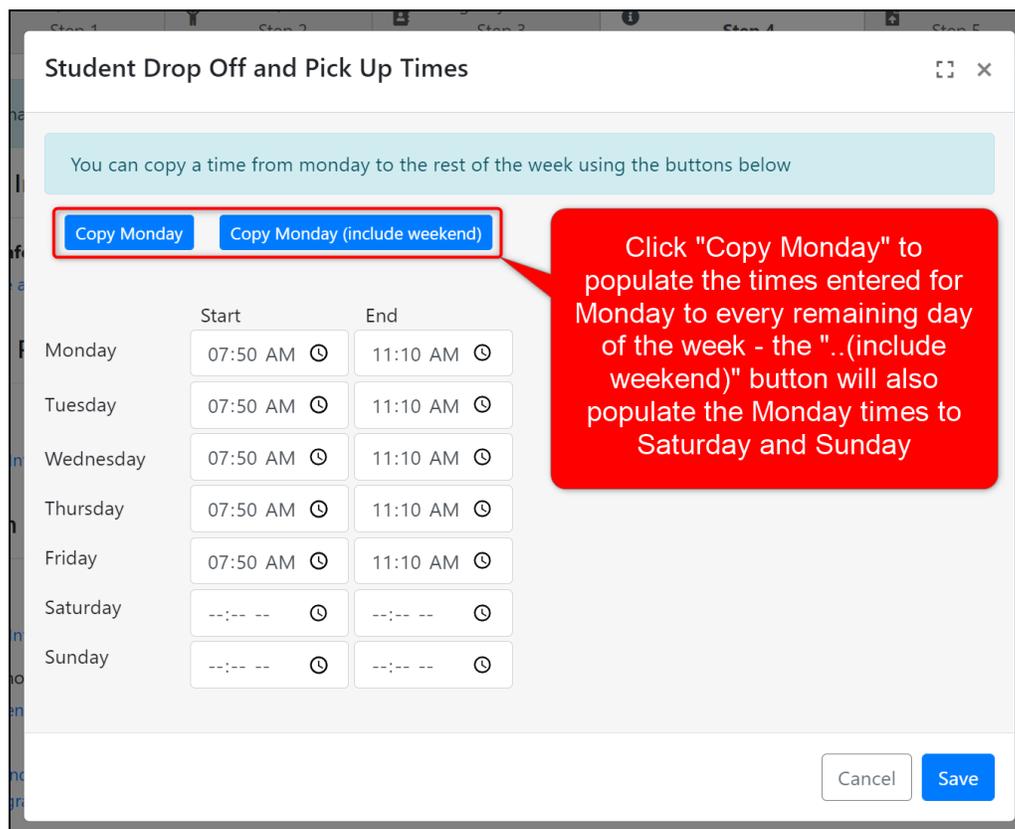
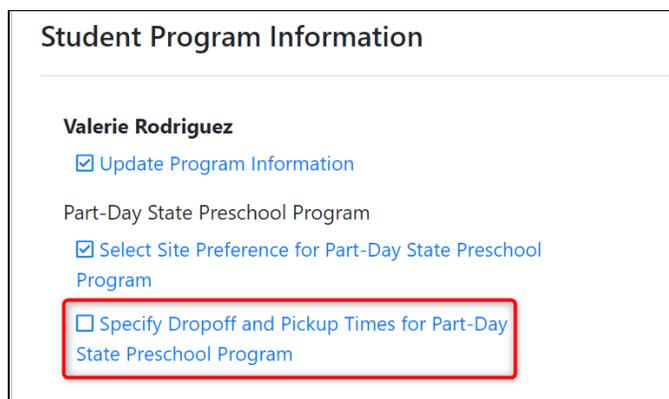
Next, click the “Select Site Preference for [Program Name]” link under the selected program. Each program that the student is applying for will need site preferences selected. In this example, there is only one program so there is only one site preferences item. In the pop-up modal, first select all the sites you would prefer, and then the times you are requesting services for within each site selection. For one of your site preferences, click the “Set as first choice” option on the right side.



Note: Your agency may restrict the total # of sites you are able to select. If so, you will see a blue banner at the top of the modal indicating the number of selections you can make.



Lastly, your childcare provider may ask for you to enter drop off and pick up times. If so, you will see a third item beneath the student's program titled "Specify Drop Off and Pick Up Times for [Program Name]." Click to enter this information, though it is optional.



4

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.

Welcome Parents/Guardians Step 1 Students/Children Step 2 Emergency Contacts Step 3 **Additional Information Step 4** Documents Step 5 Review and Submit Step 6

Please enter additional information to help us determine your eligibility for the programs you've selected in your application.

Family Eligibility Information

Additional Family Information
 Provide Family Size and Income

Parent/Guardian Program Information

Daniel Rodriguez
 Update Program Information

Isabella Rodriguez
 Update Program Information

Student Program Information

Valerie Rodriguez
 Update Program Information

Part-Day State Preschool Program
 Select Site Preference for Part-Day State Preschool Program
 Specify Dropoff and Pickup Times for Part-Day State Preschool Program

Previous **Next**

Step 5: Adding Documents

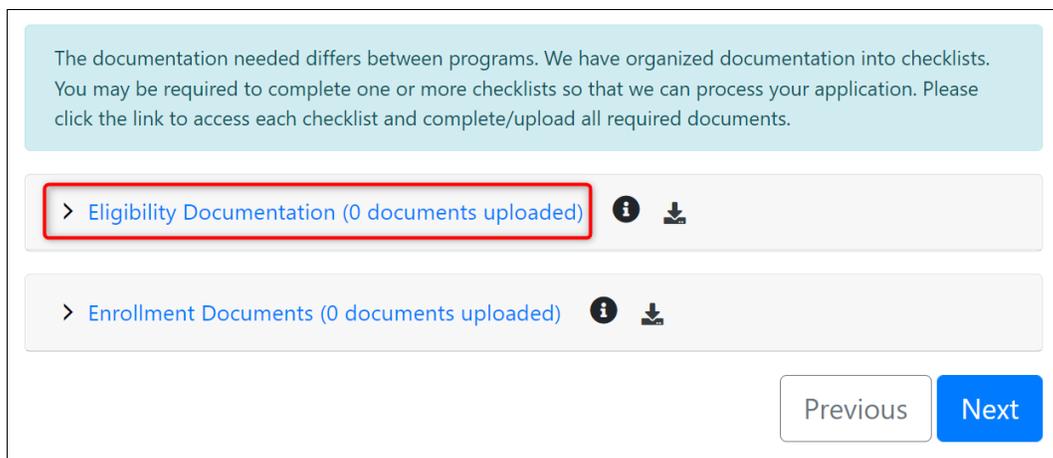
The “Documents” tab will display any document checklist that has been assigned to you. These are created and assigned to you by your childcare provider, listing the documents they need to enroll your children. In this example, we were assigned two document checklists.

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.

Additional Information Step 4 **Documents Step 5** Review and Submit Step 6

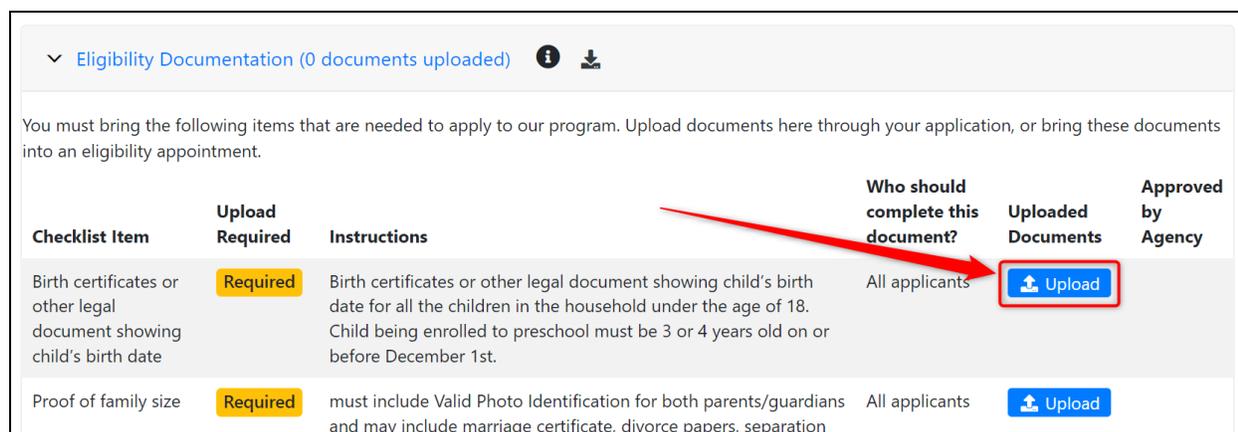
o checklists. You may be required to complete one or more checklists so

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

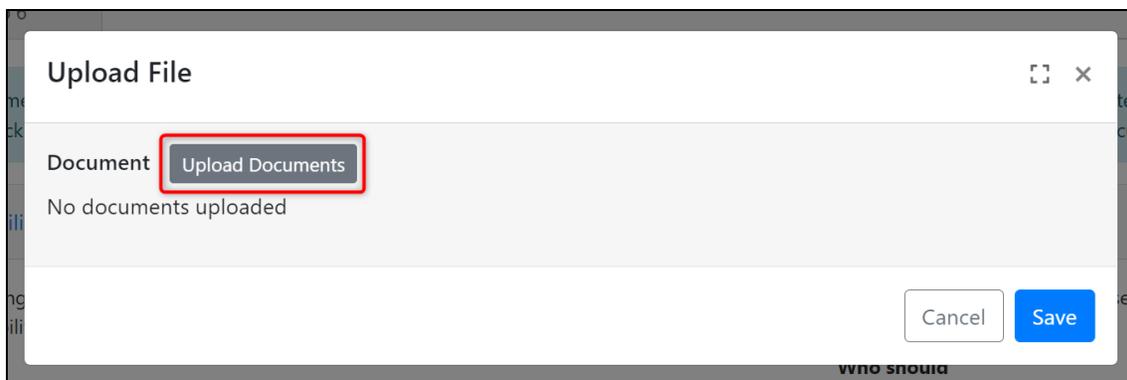


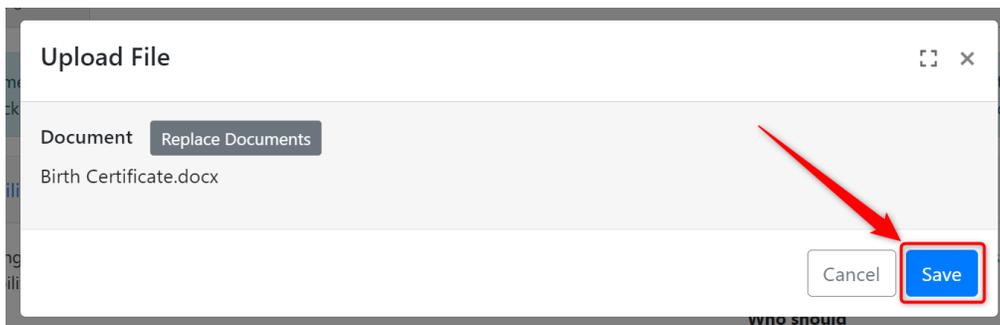
2 You will then see each checklist item with a description, who should complete the time, and upload button, and a column that will display a green checkmark when your childcare provider has approved the upload.

To upload a document, click the blue “Upload” button beside an item.



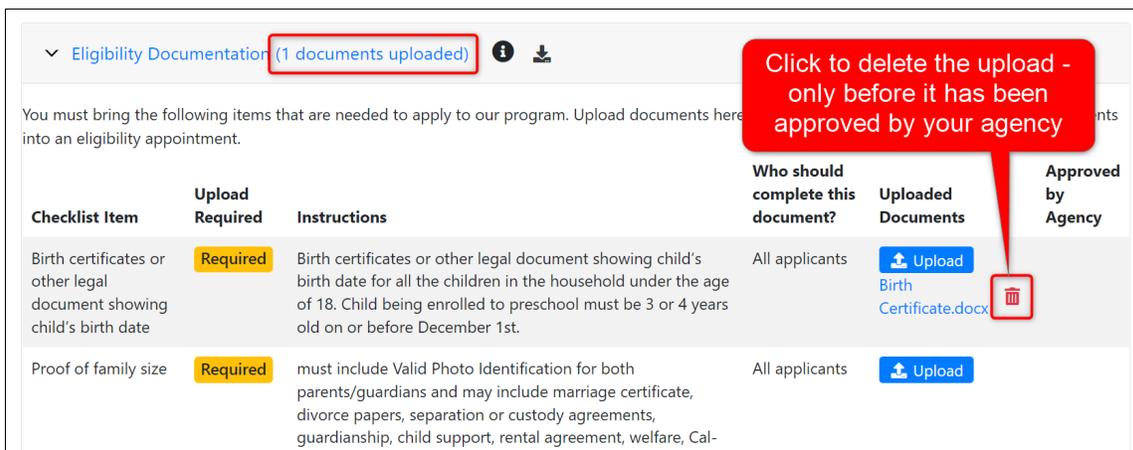
3 In the pop-up modal, click the grey “Upload Documents” button. Select the file from your computer, and then click “Save” in the modal.



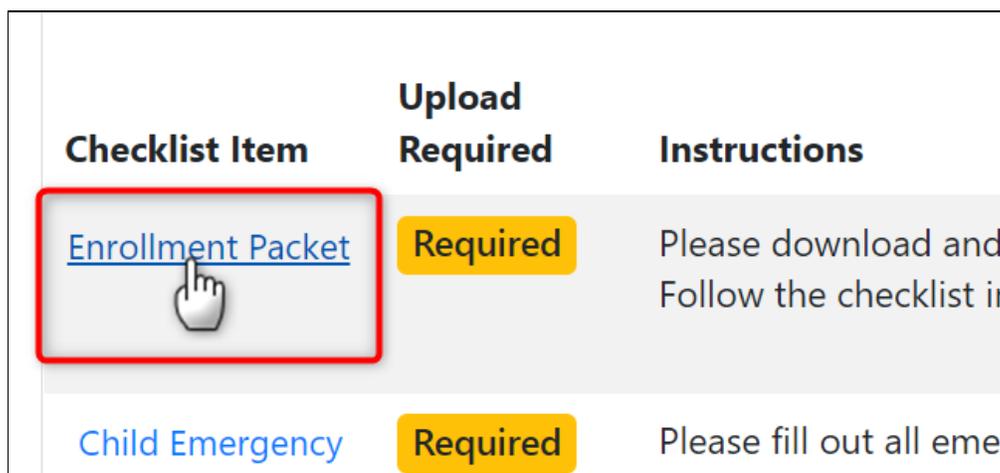


4 You will then notice the upload in that row. Your childcare provider will immediately receive your uploaded document and once approved, a green checkmark will appear in that row in the “Approved by Agency” column. Click the red trash can to delete the upload. However, once your childcare provider has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

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

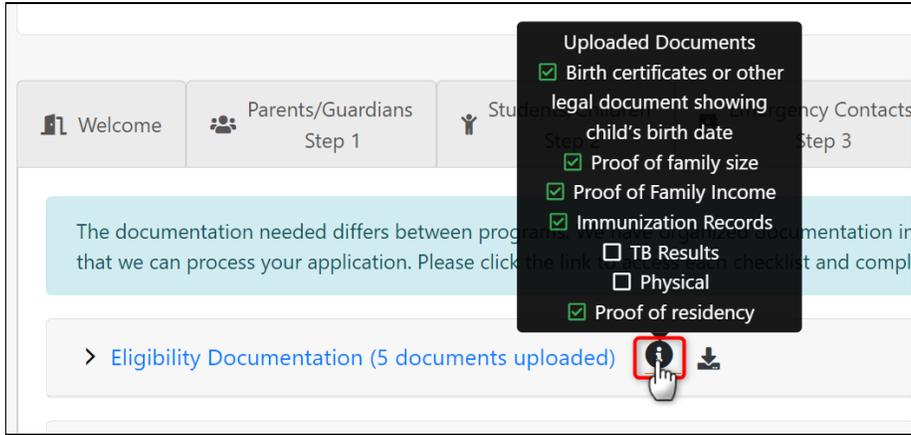


5 If a checklist item is a form that you need to fill out or has more instructions, the title of the checklist item will be blue and linked with the form download. Click the item title to download the form/packet. You can then upload the completed form/packet to the checklist item by scanning it onto your computer if needed.



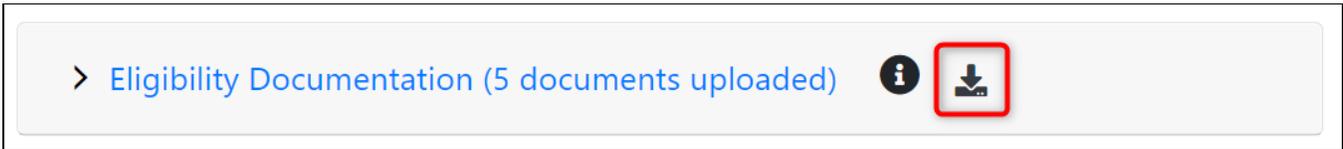
6

As a quick way to view your progress, hover your mouse over the information tooltip (i). A list of each item will appear with a checkmark beside each item you have uploaded.



7

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: 11/18/2021

Eligibility Documentation

| Account: isabellarodriguez@noemail.com



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 or other legal document showing child's birth date	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of family size	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proof of Family Income	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Immunization Records	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TB Results	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
Physical	All applicants	<input type="checkbox"/>	<input type="checkbox"/>
Proof of residency	All applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.

The screenshot shows a progress bar with seven steps: Welcome, Parents/Guardians Step 1, Students/Children Step 2, Emergency Contacts Step 3, Additional Information Step 4, Documents Step 5 (selected), and Review and Submit Step 6. Below the progress bar, there is a message: "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." Below this message are two checklist items: "Eligibility Documentation (5 documents uploaded)" and "Enrollment Documents (4 documents uploaded)". At the bottom right, there are two buttons: "Previous" and "Next". A red arrow points from the "Next" button to the "Documents Step 5" tab in the progress bar.

Step 6: Review and Submit

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

The screenshot shows the "Review and Submit Step 6" tab selected in the progress bar. A message at the top says: "Please review the information in your application before signing and submitting." Below this, there are three columns of information:

- Parents (view)**: Daniel Rodriguez, Isabella Rodriguez
- Emergency Contacts (view)**: George Rodriguez, Paulina Rodriguez
- Students (view)**: Valerie Rodriguez
- Other Children (view)**: Matthew Rodriguez
- Additional Program Information (view)**: Complete
- Document Checklists (view)**: Eligibility Documentation: 5 documents uploaded, Enrollment Documents: 1 documents uploaded

 At the bottom right, there is a green "Sign and Submit" button.

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.”

This screenshot is identical to the previous one, but with red boxes highlighting the "(view)" links next to the "Parents", "Emergency Contacts", "Students", "Other Children", "Additional Program Information", and "Document Checklists" titles.

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.

The screenshot shows a multi-step navigation bar at the top with steps: Welcome, Parents/Guardians Step 1, Students/Children Step 2, Emergency Contacts Step 3, Additional Information Step 4, Documents Step 5, and Review and Submit Step 6. A light blue banner reads: "Please review the information in your application before signing and submitting." Below this are three columns of information: "Parents" (Daniel Rodriguez, Isabella Rodriguez), "Students" (Valerie Rodriguez), "Additional Program Information" (Complete), "Emergency Contacts" (George Rodriguez, Paulina Rodriguez), "Other Children" (Matthew Rodriguez), and "Document Checklists" (Eligibility Documentation: 5 documents uploaded, Enrollment Documents: 1 documents uploaded). A red arrow points to a green "Sign and Submit" button in the bottom right corner.

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.

The modal is titled "Sign and Submit Application" and contains the following text: "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." Below the text is a blue "Sign" button. A red box highlights three input fields: "Applicant First Name" (Isabella), "Applicant Middle Name" (Maria), and "Applicant Last Name" (Rodriguez). Below these is a text area for "Please write any additional notes for the agency" with the placeholder text "Enter any applicable notes that your child care provider should know outside of the information entered in the application here...". A red callout box points to this text area with the text: "If desired, enter additional notes here for your childcare provider to see upon submitting". At the bottom right are "Cancel" and "Save" buttons.

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

Enter any applicable notes that your child care provider should know outside of the information entered in the application here...

Cancel Save



Signature

Click to undo signature and re-start

Isabella Rodriguez

Click to apply signature

Cancel Apply Signature



Sign and Submit Application

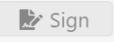
Signature

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

Clicking "Save" will submit your application

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, the “Welcome” tab will display a “Submitted” status with a confirmation message from your childcare provider, and you will not be able to edit any information in the tabs.

Your application is in view-only mode

[Welcome](#) |
 [Parents/Guardians Step 1](#) |
 [Students/Children Step 2](#) |
 [Emergency Contacts Step 3](#) |
 [Additional Information Step 4](#) |
 [Documents Step 5](#) |
 [Review and Submit Step 6](#)

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

Parents (view) Daniel Rodriguez Isabella Rodriguez	Students (view) Valerie Rodriguez	Additional Program Information (view) Complete
Emergency Contacts (view) George Rodriguez Paulina Rodriguez	Other Children (view) Matthew Rodriguez	Document Checklists (view) Eligibility Documentation: 5 documents uploaded Enrollment Documents: 1 documents uploaded

Welcome | **Parents/Guardians Step 1** | Students/Children Step 2 | Emergency Contacts Step 3 | Additional Information Step 4 | Documents Step 5 | Review and Submit Step 6

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

Daniel Rodriguez

Email danrodriguez@noemail.com	Head of Household No	Primary Contact No
Address 201 Apple Lane Maple, CA, 90001	Gender Male	Mobile Phone (555) 798-1024
Relationship to Child Father	Language English, Spanish	Language for Messaging Spanish
Authorizations Pickup children		

Isabella Rodriguez

Email cierra+corrine@hubbinc.com	Head of Household Yes	Primary Contact Yes
Address 201 Apple Lane Maple, CA, 90001	Gender Female	Mobile Phone (555) 459-1203
Relationship to Child Mother	Language English, Spanish	Language for Messaging English
Authorizations Pickup children		

No "Actions" button

Welcome | **Parents/Guardians Step 1** | Students/Children Step 2 | Emergency Contacts Step 3 | Additional Information Step 4 | Documents Step 5 | Review and Submit Step 6

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.

Application Status: Submitted

Programs we offer

You may also download your application by pressing the teal "Download Completed Application" button. Reference this [Completed Application Download](#) to see what a finished application download will look like.

Applebank USD

Family Application

Download Application Ver en Español

Your application is in view-only mode

Welcome

Parents/Guardians Step 1

Students/Children Step 2

Emergency Contacts Step 3

Additional Information Step 4

Documents Step 5

Review and Submit Step 6

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.

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