



Shelby County

Board of Developmental Disabilities

SHELBY HILLS PRESCHOOL

Applications will be accepted online for preschoolers ages 3-5 years old for the 2020-2021 school year beginning **Tuesday, April 28, 2020 at 6:00 p.m.**

If you are interested in registering your child, we ask that you read the Frequently Asked Questions, Computer system requirements and browsers, and complete the Computer System Test prior to April 28th to ensure a smooth process for when registration opens. If you do not have a computer or internet, please call 937-497-8155 to reserve a computer at the Sidney center.

Parents/guardians will find the Computer System Test at the following location on our website:

1. Visit www.shelbydd.org
2. Click Services at the Top of screen
3. Click Family & Individual Support
4. Click 3 to 5 years
5. Scroll down to Shelby Hills Preschool and click on +Typical Application Process
6. Complete and submit

The Shelby Hills Typical Application will be in the same location beginning April 28, 2020 at 6:00 p.m.

Children will be placed in a class based on the following criteria:

- **District of residency**
- **Order of receiving applications**

A confirmation will be sent to the email address provided on the application once submitted. Shelby Hills Preschool will be notified of the submission with a date/time stamp.

NOTE: If the application is edited after the original submission, the timestamp will also update.

Parents will be notified of placement by mail by June 30. Children remaining in preschool will retain their placements. Parents who have concerns about their child's development should call 937-658-6709 to schedule a screening.

If you have any questions, please contact Julie Meyer at 937-658-6709 or jumeyer@shelbydd.org

Typical Application Process Frequently Asked Questions

1. **When can I register my child for the 2020-2021 school year?**
 - a. An online registration form will be available on our website beginning Tuesday, April 28, 2020 at 6:00 p.m.
2. **How old does my child have to be in order to attend the 2020-2021 preschool session?**
 - a. Your child must be 3 by September 1, 2020 and no older than 5.
3. **What if my child was put on the waiting list from last year, do I still need to register?**
 - a. Yes, our list will be created from applications received beginning April 28, 2020.
4. **If my child currently attends Shelby Hills do I need to reapply?**
 - a. If you reside in the Sidney City School District, yes. If you reside in a county school district, no.
5. **Where is the online registration form located?**
 - a. Open a web browser and go to: www.shelbydd.org
 - b. Click Services – Family & Individual Support – 3 to 5 Years
 - c. Expand the section: Typical Application Process in the middle of the page
 - d. Click the link: Shelby Hills Typical Application

NOTE: If the page is open prior to 6:00 p.m., it will need to be refreshed in order to see the link once it's added.
6. **What if I don't have a computer or internet?**
 - a. A computer can be reserved for you to use at the Sidney Center on April 28th between 6:00-6:30 p.m. You must call 937-658-6709 by April 27, 2020 to reserve a computer for that evening.
7. **What information will I need to complete the online application?**
 - a. A valid email address
 - b. Child's name and birthdate
 - c. Parent/Guardian name, address and phone number
 - d. The school district where the child resides
 - e. Location preference (Satellite or Sidney Center)
 - f. Preferred Preschool Time (AM or PM)
 - g. Concerns for development if any
8. **How do I know that you received my child's application?**
 - a. A confirmation will be sent to the email provided on the application after it is submitted.
9. **How do you decide who has been accepted?**
 - a. District of residence
 - b. Order received (each application will have a time stamp)

NOTE: If the application is edited after the original submission, the timestamp will also update
10. **When will I know whether or not my child has been accepted for the 2020-2021 school year?**
 - a. Letters will be mailed no later than June 30, 2020.
11. **How many typical peers /children do you accept each year?**
 - a. There will be 3 classrooms at the Sidney Center and 4 satellite classrooms. Each class has the capacity to serve up to 8 children identified with a disability and up to 8 typically developing children with a maximum of 16 children. The number of typically developing children accepted will depend on the number of children moving on to kindergarten (or Pre-K for those that reside in Jackson Center school district).
12. **What if my child does not get accepted into the satellite classroom?**
 - a. Your child will be placed on a waiting list. As the school year progresses if a spot becomes available we will notify the next child on the list. The process is the same for those that select a satellite or the Sidney Center as a placement preference on the application.