



Delaware
Cooperative
Preschool

23/24 Checklist

55 W. Lincoln Avenue, Delaware OH 43015
(740) 369-7808 - communications@dcpkids.com

Please follow this checklist as you and your child prepare for the 23/24 school year. To access all of the documents listed below, and to submit your forms, please visit your Jovial Family Portal at jovial.org/dcpkids/family/

- Complete Medical Physical and ODJFS Employee Medical Statement for Child Care (for volunteering caregiver)**
*If you are the designated household (volunteering) caregiver, you will need to complete your medical physical and medical form before proceeding with some of the steps outlined below. These steps will be designated by an asterisk**
- Create an account/profile in the Ohio Professional Registry-OCCRRA* by May 1st.**
- Sign up for your Criminal Background Check time slot* by May 1st.**
Background checks will occur on-site at the DCP Community Day on Saturday, May 6 from 9am-12pm. One free background check/family. Background Checks on this date will be FREE to you, background checks at a later date will be \$65 per person. If you have completed a background check within the last 5 years and have filed it previously with DCP, you do not need to complete this step. Time slots may be reserved via the Signup form posted on your Jovial Family Portal.
- Submit committee selection form and identify designated volunteering caregiver(s) by June 30th.***
- Medical Physical and ODJFS Child Medical Statement for Child Care**
Contact your child's pediatrician to complete this form. An up-to-date medical statement is required to be on file in order for your child to attend DCP. This form is dictated by your child's birthdate and needs to be updated annually.
- Prepare all required forms and submit online by June 30th.**
All required forms are in your Jovial Family Portal and must be accessed on a computer. Required forms: Child Medical, Child Enrollment, Routine Field Trip, Employee Medical Statement, and Committee Selection Form.
- Sign up to attend new student orientation.**
For Preschool and Toddler Time, reserve your slot via the Signup form posted on your Jovial Family Portal.
- Submit your non-ratio employee request through your OCCRRA account* by July 15.**
Prior to completing this step, you must have received notification that your criminal background check has cleared.
- Submit first tuition payment by August 1.**
- Bring ONE 4x6 family picture for school entryway display and TWO wallet-sized portrait photos of your child for the classroom to the Meet the Teacher Picnic on Monday Aug 28th.**
- Submit your volunteer date selections by September 1.**
Reserve your in-class volunteer slots via the Signup form posted in your Jovial Family Portal.
- Attend September 14 DCP General Membership Meeting (GMM) and first committee meeting.**
At least one parent/guardian per household is required to attend.

If you have any questions, please contact our DCP Administrator - Jen Rahde;
communications@dcpkids.com