



22/23 Checklist

Delaware Cooperative Preschool
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Please follow this checklist as you and your child prepare for the 22/23 school year. To access all of the documents and links listed below, visit dcpkids.com, click on the "Registration and Forms" tab, and select "22/23 Information Center." To submit your forms, visit your Jovial Family Portal at jovial.org/dcpkids/family/

- Medical Physical and ODJFS Employee Medical Statement for Child Care (for parent volunteer)**
If you are the designated household volunteer/committee member, 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**
- Medical Physical and ODJFS Child Medical Statement for Child Care**
This form is dictated by your child's birthdate. If you attended DCP in the spring and your child has not since had a birthday, your form on file is up to date. If you are a new family and/or if your child has already had their annual well child exam this year, please contact your physician about completing this form, and register a new medical statement with DCP as necessary.
- Submit 1st tuition payment by August 1.**
- Submit committee selection form and identify designated family volunteer(s) by August 1*.**
- Create an account/profile in the Ohio Professional Registry-OCCRRA* by August 15.**
- Sign up for your Criminal Background Check time slot* by August 25.**
Background checks will occur on-site at the Meet the Teacher picnic on Monday, Aug. 29th. 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.
- Prepare all required forms (outlined on the school website and in your Jovial Family Portal) by August 30.**
Please note under the Registration and Forms section there is a section for ACTIVE Members (your child attended DCP in the spring of '22) and NEW Members. New members will need to complete ALL of the listed forms. Active members may already have 1 or more of these forms on file. If you have any questions in regards to your required paperwork please contact our Office Manager and Administrator- Jen Rahde: communications@dcpkids.com.
- 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 required forms online in your Jovial Family Portal or at the Meet the Teacher Picnic on August 29.**
Please bring ONE 4x6 family picture for school entryway display and TWO wallet-sized, portrait photos of your child for the classroom.
- Submit your non-ratio employee request through your OCCRRA account* by September 7.**
Prior to completing this step, you must have received notification that your criminal background check has cleared.
- Attend September 8 DCP General Membership Meeting (GMM) and 1st committee meeting.**
At least one parent/guardian per household is required to attend.
- Submit your volunteer date selections by September 9.**
Reserve your in-class volunteer slots via the Signup form posted in your Jovial Family Portal.
- Bring required school supplies to DCP during the first week of school, September 12-16!**

Questions? communications@dcpkids.com