

# Typical Application Process Frequently Asked Questions

1. **When can I register my child for the 2019-2020 school year?**
  - a. An online registration form will be available on our website beginning Wednesday, March 20, 2019 at 6:00 p.m.
2. **How old does my child have to be in order to attend the 2019-2020 preschool session?**
  - a. Your child must be 3 by September 1, 2019 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 March 20, 2019.
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](http://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 March 20th between 6:00-6:30 p.m. You must call 937-658-6773 by March 19, 2019 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 2019-2020 school year?**
  - a. Letters will be mailed no earlier than June 1, 2019 and no later than June 30, 2019.
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.