

Already looking forward to 2009/2010?

So are we!

Hopefully we all have an optimistic eye out for the promise of the next school year, even as we juggle the challenges, solve the problems, and savor the joys of today.



Please find attached the updated **2009/2010 PFA Parent Enrollment Package**. These are the forms and information that you should share with all parents of PFA-eligible children who complete your preschool's enrollment process for the next Program Year, 2009/2010. Here are a few notes about the new Parent Enrollment Packages (attached):

- **2009/10 PFA-eligible children are**
 - **Born on or between 12/3/2004 and 12/2/2005**
** children born before 12/3/2004 are NOT PFA-ELIGIBLE unless the parent can demonstrate with documentation that there is a special need, developmental delay, or other diagnosis that requires the child to remain in a preschool program rather than move on to Kindergarten.*
 - **San Francisco city residents**
 - **Enrolled for 5-days per week***
** parents who choose enrollment schedules of less than 5 days per week are NOT PFA ELIGIBLE because these children will not meet the PFA service hours minimum per PFA Program Operating Guidelines.*

- **There are two types of the 2009/10 PFA Parent Enrollment Package:**
 - **Standard, for families that pay tuition, attached as "Enroll_Pkg"**
 - **CDE, for families that pay CDE Family Fees, attached as "Enroll_Pkg_CDE"**

- **Parent Enrollment Packages are contained in ONE Microsoft Word document, containing FOUR PAGES:**
 - **Page 1: Intro Letter, explaining PFA**
 - **Page 2: Form 1, Eligibility Verification & General Consent**
 - **Page 3: Form 2, Parent Fee Offset Acknowledgement (calculates the "PFA discount")**
 - **Page 4: Form 3, Photo Release**

Please note that there are no "blanks" in the new packet to fill-in parent or child names. All forms are addressed to parents of PFA children generally, and where signatures are required the parent(s) simply print-and-sign. The only special instructions are for Form 2, below in this notice. Please note that document labeled "Enroll_Pkg_CDE" has a Form 2 specifically formatted to calculate CDE Family Fee discounts, for CDE-contractors only.

- **You must collect completed PFA Parent Enrollment Packages from all families who will be PFA-eligible in 2009/2010**

When to distribute and collect completed PFA Parent Enrollment Packages is up to you. We've forwarded these now so that you can ensure that the Packages will be included in your regular enrollment process for 2009/2010. IF YOU WOULD LIKE PRE-PRINTED HARD COPIES OF THIS PACKAGE MAILED TO YOU, please contact me directly to make your request.

- **English and Spanish versions of each Parent Enrollment Package are attached. Chinese versions are being translated and will be distributed by email and posted to our web site A.S.A.P.**

- **Special Note About Form 2: Parent Fee Offset Acknowledgement Form**

This is an AUTOMATED form that will calculate your Parent Fee Offset (PFO, or "tuition discount") for you! Just follow the steps below to fill-in your program's data and automatically calculate accurate discounts for your fee-paying families.

- 1.) **Open attached & Scroll** to Page 3 (Form 2) of the Packet
- 2.) **Find** the **PARENT FEE OFFSET CALCULATION TABLE**, middle of the page
- 3.) **Select** all text in the TABLE with your cursor, starting at the upper-left, click-and-hold, and drag down-and-right until all the text in the table is selected
- 4.) **Hit F9**: This will start the "Update Fields" query
- 5.) Following the prompts in the THREE pop-up windows, **enter the requested data**:
 - PFA Hours per Day (2.5 for 12-month programs; or 3.5 for 9-month programs)
 - Total Hours of the Enrollment* (what is the number of hours that your full enrollment fee covers?)

** If your site offers parents different Enrollment choices, such as 6-hours per day, 8-hours per day, and 11-hours per day options, you'll want to create multiple versions of Form 2 to distribute appropriately. Remember that PFA-eligible enrollments are **5 days per week only**. Just call Matthew with any questions, or for assistance!*
 - Full Fee Tuition Amount (the per-month rate you would charge to a non-PFA family for the same Enrollment option)
- 6.) After entering data in the 3 pop-up windows, **Hit F9 again (important)**. This repeats the "Update Fields" query and will auto-populate the PFO discount percentage, amount, and resulting parent fees. Check the data you entered to be sure it's correct.

Viola! Your Parent Fee Offset is now calculated and listed neatly on Form 2 of the package for printing & distribution to your families. You may also simply type-over the existing text in Form 2 if you have your own calculations or wish to simplify the form for your families.

CDE contracted sites please note: Families with CDE Daily Fees that are assessed to PFA-eligible children should also receive a PFA discount. In the attached "Enroll_Pkg_CDE", the Form 2 discount calculations work the same way as above except the data you enter is different: FT Fee, PT Fee, and Effective Date. Use the contact info below for more information or assistance.

As always, please contact Matthew Rector at (415) 934-4808 or matthew@first5sf.org for assistance calculating 2009/2010 Parent Fee Offsets.