



# ADVENTURETIME FAMILY SERVICES

## Urbandale Preschool 2023-2024 Pre-Registration Information

---

### Welcome Preschool Families

Our Urbandale Preschool Team would like to extend a warm welcome to all incoming preschool families. Preschool is such a special time in your child's life and we are thankful for the opportunity to help your child discover, learn, and grow together! We anticipate the following preschool locations for the 2023–2024 school year:

- *Three-year-old preschool programming options will be offered on the traditional school calendar at Olmsted Elementary and Valerius Elementary.*
- *Four-year-old preschool programming options will be offered on the traditional school calendar at Olmsted Elementary, Valerius Elementary and Webster Elementary.*

Program options at each location for the 2023–2024 school year will be finalized after pre-registration as they will be based on the specific pre-registration information that families provide and available building space.

### Preschool Pre-Registration Information

Your pre-registration is essential as it will help guide our decisions regarding two main variables:

1. Facility Needs: The number of pre-registered preschool students and the number of registered K-5 students will determine available building space.
2. Programming: The number of pre-registered preschool students and their preferences for programming options (half-day or full-day; before, wrap-around, or after-school child care) will determine how we structure our programming.

Thus, your pre-registration will not only pre-register your student, but will play an important role in determining facility and programming needs for the 2023–2024 school year. When you go to pre-register, we will be asking your preferences for three main options:

1. Are you pre-registering for 3-year-old or 4-year-old preschool?
2. Selecting your building preference (first and second choice).
3. Which programming option would you prefer (Half-day, Full-day, Full-day with Before/After school care)?

There is NO fee for pre-registering. Your preferences will help shape the structure and framework for our upcoming 2023–2024 preschool year!

## How To Pre-Register Online

**Pre-registration will begin at 6:00 pm on Tuesday, January 24, 2023.** To pre-register your child for 3-year or 4-year preschool for the 2023–2024 school year, follow the steps listed below:

1. Prior to pre-registering, please review the information above under “Welcome Preschool Families” and “Preschool Pre-Registration Information.”
2. Next, go to <http://urbandaleschools.revtrak.net>
3. Click on the ‘Adventuretime Family Services’ icon.
4. Click on ‘2023–2024 Preschool Pre-Registration.’

After you pre-register, you will receive an email confirmation. **Please check your junk/spam folder in case the email was filtered as junk/spam by your email provider. If you do not receive a confirmation email within five minutes, contact the Adventuretime Office (515) 457-5855. Make sure to leave a message if your call isn’t able to be answered right away.** Preschool students will be accepted based on the date and time of pre-registration. All students are able to pre-register on January 24, 2023; however, students who live in the Urbandale Community School District will have pre-registration priority until February 24, 2023. Students who turn 5 years-old before September 15, 2023 can also pre-register on January 24, 2023; however, three and four-year-old students will have priority until February 24, 2023. After February 24, 2023, district and non-district residents will be able to fill spots based on their pre-registration date and time. Pre-registering your student does not guarantee your student a spot in the Adventuretime Preschool Program. Once all facility and programming decisions are confirmed, you will be contacted regarding your acceptance into the preschool program.

## Acceptance and Enrollment Information

Notification of acceptance will be provided to parents once Kindergarten school registration is complete. We anticipate notifying all families via phone by April 14, 2023, as we will then know how many classrooms will be available at each building for preschool and have facility options confirmed.

Once you are notified via phone, you will be asked to go on to the Urbandale Community School District website and officially enroll in Regwerks within 24 hours (information on how to enroll in Regwerks will be included in an email). If you do not enroll within 24 hours, we will notify the next person on the list and you will lose your position in line. A \$40.00 enrollment fee will be required if your child will be attending 3-year-old preschool or 4-year-old extended day preschool from 11:30 a.m.-3:30 p.m. or extended day preschool with before/after care from 6:30 a.m.-9:00 a.m. and 11:30 a.m.-6:00 p.m. Students attending half-day 4-year-old preschool from 9:00 a.m.-11:30 a.m. will not be required to pay an enrollment fee because this programming is funded by statewide voluntary preschool funds.

## Adventuretime Preschool Requirements

- 3-year-old Preschool students must be 3 on or before September 15, 2023
- 4-year-old Preschool students must be 4 on or before September 15, 2023
- After your child is accepted, parents will be required to submit the following documents by, Thursday, June 15, 2023:
  - Birth Certificate/Proof of date of birth
  - Current Physical Records
  - Current Immunization Records
  - 2023–2024 Adventuretime Emergency Form

- Migrant Form
- Home Language Survey
- New Student Health Form

## Monthly Rates

(Please also read additional funding information below)

- **3-year-old Half-Day Instructional Preschool Only:** Fees will be \$448.16 for students attending from 9:00 a.m.–11:30 a.m. or 1:00 p.m.–3:30 p.m.  
(*Note: There is no half-day 3-year-old preschool on late start days.*)
- **3-year-old Instructional Preschool and Wrap Around Care:** Fees will be \$717.73 for students attending from 9:00 a.m.–3:30 p.m.
- **3-year-old Instructional Preschool, Wrap Around Care, and Before/After School Care:** Fees will be \$956.97 for students attending from 6:30 a.m.–6:00 p.m.
- **4-year-old Half-Day Instructional Preschool Only:** Fees will be \$448.16 (*FREE with SWVP credit*) for students attending from 9:00 a.m.–11:30 a.m. or 1:00 p.m.–3:30 p.m.  
(*Note: There is no half-day 4-year-old preschool on late start days.*)
- **4-year-old Full-Day Instructional Preschool Only:** Fees will be \$717.73 (*\$478.49 with SWVP credit*) for students attending from 9:00 a.m.–3:30 p.m.
- **4-year-old Full-Day Instructional Preschool and Before/After School Care:** Fees will be \$956.97 (*\$717.73 with SWVP credit*) for students attending 6:30 a.m.–6:00 p.m.

## Additional Funding Information

- **All rates are subject to change depending on final facility and programming decisions.**
- Only students who turn 4-years-old before September 15, 2023, are eligible for Statewide Voluntary Preschool dollars. Statewide Voluntary Preschool dollars do not apply to students who turn 5-years-old before September 15, 2023. Please make note of the following:
  - There is not a separate application process to qualify for Statewide Voluntary Preschool dollars. If your student is 4-years-old before September 15, 2023, your student automatically qualifies for Statewide Voluntary Preschool dollars.
  - The Statewide Voluntary Preschool dollars only cover 10 hours/week. For example, a 4-year-old student who attends the half-day program will attend for free, a full-day student will pay a \$478.49 monthly fee and a full-day student with before/after care will pay a \$717.73 monthly fee.
- Adventuretime Family Services accepts DHS child care assistance funding. Adventuretime is not able to contact DHS on behalf of parents. Parents must apply for child care assistance directly with DHS. It is the responsibility of the parent to provide Adventuretime with a letter from DHS confirming whether or not they are eligible for child care assistance. DHS applications take approximately 30 days to process. Contact the

Centralized Child Care Assistance Eligibility Unit at 866-448-4605 for more information regarding child care assistance.

- If you are denied DHS funding, you can apply for a grant through Adventuretime Family Services. To apply for this grant you must have a denial letter from DHS and apply for [Free/Reduced Meals](#) and sign the district waiver.
  - Preschool students must have the following steps completed by Monday, August 7, 2023:
    - Copy of the DHS letter of denial turned into the Adventuretime office.
    - The application for free/reduced meals and the signed waiver must be completed.
    - Once Adventuretime receives this information you will receive the grant application.
      - The grant application and proof of income must be returned to the Adventuretime office by Monday, August 14, 2023
- Required forms that are not received by the assigned dates, may result in denial of the grant.

**Early Childhood/Special Education Information:**

- Students who currently receive early childhood/special education services **do not** register for preschool through Adventuretime. Please follow the district registration process. For additional information, contact Sandy Walters at the Urbandale Community School District Administrative Office (515) 457-5011.

Thank you for taking the time to review this information and pre-registering. We look forward to welcoming your family for the 2023–2024 school year!

**Ashley Myers**

Director of Adventuretime Family Services & Preschool

Office Phone: 515-457-5854 or Email: [myersa@urbandaleschools.com](mailto:myersa@urbandaleschools.com)

**Kellie Dickinson**

Assistant Director of Adventuretime Family Services

Office Phone: 515-457-5859 or Email: [dickinsonk@urbandaleschools.com](mailto:dickinsonk@urbandaleschools.com)

**Deb Roetker**

Administrative Assistant (Registration, Billing, & Payments)

Office Phone: 515-457-5855 or Email: [roetkerd@urbandaleschools.com](mailto:roetkerd@urbandaleschools.com)