



## DISCOVERY LINK SCHOOL YEAR REGISTRATION 2017-2018

### Registration Checklist for Returning Families

- Verify date and time of registration period that pertains to you (see following page for details)
- Choose the method of submitting your form that best suits your family (email, in person, at site)
- Thoroughly complete a 2017-2018 Discovery Link Registration Packet for each child

#### **(Incomplete forms will be returned to you to complete.)**

- If completed form is not returned during the registration window, your place in the program is not guaranteed
- Every single blank box must have a response filled in, even if the response is “none” or “N/A”
- Complete your child’s health information, special needs, allergies, and any chronic health issues (if applicable)
- Helpful Tip: *An emergency contact name, address and phone number are **required** and are the most frequently skipped part of the form.*
- Sign and date where required:
  - Helpful Tip: *You must sign and/or date 30+ times – look for the arrows*
- Complete the 2017-2018 Payment Agreement that includes the following information:
  - The responsible party for the account
  - Your child’s Discovery Link site, program, schedule & monthly tuition
  - Helpful Tip: *Clearly mark days of the week and a.m. and p.m. needs*
  - Your Tuition Express ID Number if applicable
  - Read and initial where indicated

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- Returning Families only! Submit a Health Appraisal Form and Immunization Record **if needed**
    - Your Program Specialist at your site will let you know when your Health Appraisal and Immunization Records are expiring and updated forms needs to be submitted
    - You do NOT have to submit a Health Appraisal Form or Immunization Record with your registration IF the forms on file with Discovery Link are current and not expired. If you’re unsure, please connect with your Program Specialist for expiration dates.

### Registration Checklist for NEW Families

- New families should follow the Returning Families checklist above the dotted line.

#### **New families must additionally provide the following at the time of registration:**

- A copy of your child(ren)’s Immunization Records (required for ALL sites)
- A copy of your child(ren)’s Health Appraisal Form IF you will attend any of the following “Center Sites”\*
  - Any aged child attending Valdez, Lincoln, Sandoval, Sandra Todd Williams, CEE, and Swigert**
  - Any child aged 5 and under attending Isabella Bird, Brown, Roberts or Westerly Creek**
  - Each Health Appraisal Form must have a physician’s signature and date your child must return to the doctor for next well child visit or per AAP Guidelines
  - Find a Health Appraisal Form for your doctor at <http://discoverylink.dpsk12.org/family-resources>

\*“Center Sites” are programs which serve children ages 3-4 as well as school aged youth. These sites have additional requirements mandated by the State of Colorado in order to protect our young children’s health and wellbeing.



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## 2017-18 Discovery Link REGISTRATION PACKET

Please visit <http://discoverylink.dpsk12.org/register-your-child/> for details.

### Understanding the Registration Process

*Please read the following information carefully*

#### FOR CURRENT FAMILIES OF Discovery Link

- ◆ **Registration is NOT first come, first served for returning families.**
    - Returning families (and siblings) are *guaranteed* a spot if your family is in good financial standing and you return the registration documents 100% complete within the designated two-week timeframe.
    - You will be notified by email by May 5th that you have a spot.
  - ◆ A prepopulated form for returning students has been delivered to your site.
    - You must check the forms for accuracy and update accordingly
    - You must sign and date ALL required fields in the document.
  - ◆ Paper registrations will be accepted at the Acoma Administration Building (1617 S. Acoma St.)
    - April 17 - April 28, weekdays from 8:00 a.m.-4:00 p.m.
  - ◆ Paper registrations will be accepted at each site during designated days and times
    - Visit <http://discoverylink.dpsk12.org/register-your-child/> for details\*
  - ◆ Scanned registrations can be emailed to
    - [discovery\\_link@dpsk12.org](mailto:discovery_link@dpsk12.org)
    - April 17 at 8:00 a.m.-April 28 at 4:00 p.m.
    - Files must be legible & smaller than 10mb.
      - DPS rejects emails with attachments totaling more than 10mb.
      - Cell phone pictures of pages cannot be accepted
    - You will receive an automatic response if your email is received
    - If your packet is incomplete, you will be contacted within 48 business hours, but your spot will not be held.
  - ◆ A fully detailed email with your child(ren)'s schedule will arrive by July 22
  - ◆ All completed registration packets will be date and time stamped upon acceptance
  - ◆ The registration fee WILL NOT be taken at the time of the registration event, but will be charged to your first month's bill
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**\*Registration forms cannot be accepted at sites outside of designated times. The schedule is intended to ensure program quality & staff availability to your child(ren).**



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## 2017-18 Discovery Link REGISTRATION PACKET

Please visit <http://discoverylink.dpsk12.org/register-your-child/> for details.

### Understanding the Registration Process

#### FOR NEW FAMILIES TO Discovery Link

- ◆ All registrations are taken on a first come, first served basis and a spot in Discovery Link is not guaranteed.
  - All completed registration packets will be date and time stamped upon acceptance
  - The number of spots available at each site will be posted on the Discovery Link website on May 8
- ◆ The registration fee WILL NOT be taken at the time of the registration event.
- ◆ Families on the 2016-2017 waitlist as of February 27, 2017 will receive the first available spots for new families, if their paperwork is 100% complete and turned in between May 8-May 12.
- ◆ Paper registrations will be accepted at the Acoma Administration Building (1617 S. Acoma St.)
  - May 8 - May 12 from 8:00 a.m.-4:00 p.m.
- ◆ Paper registrations will be accepted at each site during designated days and times
  - Visit <http://discoverylink.dpsk12.org/register-you-child/> for details\*
- ◆ Scanned registrations can be emailed to [discovery\\_link@dpsk12.org](mailto:discovery_link@dpsk12.org)
  - May 8 at 8:00 a.m.-May 12 at 4:00 p.m. (Do not email registrations prior to 8:00 a.m. on May 8)
  - Any email received before 8:00 a.m. on May 8 will be time & date stamped for the *end of day (6:00 p.m.)* on May 8
  - Files must be legible and smaller than 10mb.
    - DPS email rejects emails with attachments totaling more than 10mb.
    - Cell phone pictures of pages cannot be accepted
  - You will receive an automatic response if your email is received
- ◆ You will be notified by email by May 19 about whether you have a spot or are on the waitlist
- ◆ A fully detailed email with your child(ren)'s schedule will arrive by July 21
- ◆ If you are on the waitlist, you will receive an email with your child(ren)'s waitlist range position by July 21

**\*Registration forms cannot be accepted at sites outside of designated times. The schedule is intended to ensure program quality & staff availability to your child(ren).**

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#### FOR CURRENT WAITLIST FAMILIES (on the waitlist as of February 27, 2017)

- ◆ Families on the 2016-2017 waitlist as of February 27, 2017 will receive the first available spots for new families if your paperwork is 100% completed and turned in from May 8<sup>th</sup>-May 12<sup>th</sup>. No exceptions.
  - For example, if your child is 2<sup>nd</sup> on the waitlist for Bromwell right now, and you submit your paperwork, your child will be 2<sup>nd</sup> in line for a spot at Bromwell and will get it if available.
  - However, if no spots exist after being filled by returning families, we cannot create spots. In this case, current waitlist families who submit their registrations will remain in their current waitlist position for 2017-2018.
- ◆ Please follow the NEW FAMILY registration process above.

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**IF YOU HAVE ANY QUESTIONS  
PLEASE CONTACT THE  
REGISTRATION OFFICE AT  
720-423-1781**