



Intake Application

Purpose of Intake Application

The purpose of the OESD #114's Early Learning Department's intake application is to gather selection criteria information to ensure we are serving the families and children with the highest need. It is used to initiate a child's application/wait list process to fill future openings throughout our program.

Procedure

When a parent or guardian calls our office or we receive a referral inquiry from a Kitsap County elementary school, school district office, or a public health nurse for information regarding preschool or other services for their/a child, an intake application is completed over the phone. The intake application information is entered into the Program, Reporting, Outcomes, Management Information System (PROMIS) database. An Over Income (OI) or Income Eligible (IE) letter is mailed to the parent/guardian. These letters contain specific instructions to contact the Enrollment Coordinator to schedule an Income Verification appointment.

Retaining the Intake Application

A copy of the intake application is made and placed in the appropriate Enrollment Coordinator's mail folder. The original intake is alphabetically filed in the Master Intake Application filing cabinet.

Once a child is enrolled in a classroom, the original intake application is retrieved from the Master File cabinet and is stapled together with all the other enrollment paperwork. The appropriate Enrollment Coordinator will shred the copy of the intake.