

KALAMAZOO COUNTY PRE-K APPLICATION 2018-2019

Dear pre-kindergarten family, we're excited to be a part of your child's next adventure! A valuable Pre-K experience makes for a great start and a major difference in a child's kindergarten readiness and success.

Eligibility Worksheet

NOTE: Please know that the information on this page is provided to give you a general idea about whether or not your child may qualify for low or no-cost Pre-K programming. This information is not meant to give you a specific answer, and an actual decision must be made by a trained staff member.

Upon submission of the application, please plan for two to four weeks for review. When your application is processed, you will receive a letter regarding eligibility. Completed applications will be reviewed in the order they are received. Please keep in mind that Pre-K programs are finalizing the current year before completing enrollment for the upcoming year. Please be patient!

If you complete an application during the summer months, please submit paper applications to your private provider of choice, Kalamazoo County Ready 4s or Kalamazoo RESA locations for quickest processing.

**Will your child be
3 - 4 years old on or
before December 1?
Refer to
STEP 2a**

**Can you provide
proof of income for
the last 12 months?
Refer to
STEP 2b**

**Do you reside
in Kalamazoo
County?
Refer to
STEP 2c**

If you answered "Yes" to all the questions above, you are likely eligible for the Kalamazoo County Pre-K program. Please fill out the Kalamazoo County Pre-K application and submit it with all the required documents listed under the step-by-step instructions to determine eligibility.

If you answered "No" to any of these questions, you may still be eligible for the Kalamazoo County Pre-K program. We encourage you to fill out our Pre-K application. Please contact us by email at hsenrol@kresa.org if you have any questions.

STEP-BY-STEP INSTRUCTIONS

Step 1: Pre-K Application

- 1a Fill out the Kalamazoo County Pre-K application completely. Application is available in both English and Spanish.

Step 2: Required Documents

All applicants must send the following items with the Kalamazoo County Pre-K application. Eligibility cannot be determined unless all of the following required documents have been submitted.

- 2a Proof of age. According to new guidelines, all children must be:

- 3-years-old on or before December 1 in order to be age eligible for the 3-year-old programs
- 4-years-old on or before December 1 in order to be age eligible for the 4-year-old programs

Submit one of the following:

- Birth Certificate (preferred)
- Passport
- Affidavit of parentage/Hospital record
- Baptismal record
- Foster care emergency consent card
- Foster care placement letter
- Court Order

- 2b Proof of income. Income is a primary qualifying factor. You can check the charts available on kresa.org/qualifications for more details. You must submit documents on all sources of income over the last 12 months. These documents may include:

- Last year's tax return (first page), or pay stub with year-to-date listed, W2's, or written statement from employer if tax return is not available
- TANF/FIP/Food stamps
- Social Security/SSI check stub or monthly statement
- Unemployment check stub or statement
- Financial aid (grants/scholarships)
- Child support/Alimony/Pension statement

- 2c Proof of residency. Submit one of the following:

- Driver's license with correct address (preferred)
- Recent utility bill with your address
- Rental agreement/Mortgage/Deed to house
- Written letter from shelter, if between homes

- 2d Additional documents:

- Current immunization record (prior to the child's first day of class)
- Health appraisal/Physical/Well-child exam within the past year (during the first 30 days of the program year)
- Medicaid, or insurance card for child

Step 3: Submitting Your Documents

- 3a Once you have filled out the application completely and gathered all the required documents:

- Submit application and required documents online at DreamBigStartSmall.org
- Submit paper application and required documents at:
 - ▶▶ Kalamazoo RESA Head Start/GSRP Administration Office, 422 E. South St., Kalamazoo, MI 49007
 - ▶▶ Kalamazoo RESA Early Childhood Office, GSRP, lower level, 4606 Croyden Ave., Kalamazoo, MI 49006
 - ▶▶ Kalamazoo County Ready 4's Office, 259 E. Michigan Ave., Suite 409, Kalamazoo, MI 49007
 - ▶▶ Any Kalamazoo County Ready 4's participating provider
 - ▶▶ Any local school district

Step 4: Application Processing Time

- 4a Please allow two to four weeks for processing your application. Once your application is processed, you will receive a letter regarding eligibility.

For assistance, please call (269) 250-9333, Monday-Friday, 7:30 am - 3:30 pm

CHILD INFORMATION

Child's Legal Name:

_____ Last Name _____ First Name _____ MI _____

Date of Birth:

____-____-____ mm dd yyyy

Gender:

Ethnicity:

Race (Check all that apply)

- Black or Africa American
- Asian
- White or Caucasian
- American Indian/Alaska Native
- Native Hawaiian/Pacific Islander

Program Preference (Full day not available in all programs):

- Full Day
- Part Day (If part day, Morning Afternoon Either)

Based on availability, do you have a program location preference? _____

FAMILY INFORMATION

Child Lives with:

- Both Parents
- Mother
- Father
- Joint Custody
- If joint, Physical or Legal Legal Guardian
- Grandparent(s)
- Foster Care
- Other, Explain _____

Family Language:

Primary _____ Secondary _____ Family Needs an Interpreter

Parent or Legal Guardian Information

Full Name: _____

Date of Birth: _____

Parent Address: _____

Email: _____

Yes No Legally Responsible for Financial Support

Phone Type:

Phone Number with Area Code:

Home Work Cell Text Phone Number _____

Home Work Cell Text Phone Number _____

Relationship:

- Birth or Adoptive or Step Parent
- Foster Parent
- Grandparent
- Other Relative
- Other Caregiver

Education (Check the highest level)

- No High School Diploma or Highest Grade: 9 10 11
- High School Diploma GED Associate Degree
- Bachelor's Degree Master's Degree Doctoral Degree

Employment or Other (Check all that apply):

- Employed Part-time (Less than 35 hours per week)
- Employed Full-time (More than 35 hours per week)
- Attends School or College Home by Choice Unemployed

Parent or Legal Guardian Information

Full Name: _____

Date of Birth: _____

Parent Address: _____

Email: _____

Yes No Legally Responsible for Financial Support

Phone Type:

Phone Number with Area Code:

Home Work Cell Text Phone Number _____

Home Work Cell Text Phone Number _____

Relationship:

- Birth or Adoptive or Step Parent
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- Other Relative
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- Attends School or College Home by Choice Unemployed

LIST OTHER CHILDREN AND OTHER FAMILY MEMBERS SUPPORTED BY INCOME

Last Name	First Name	Attended Head Start Yes/No	Date of Birth mm/dd/yyyy	Gender Male/Female	Relationship	If child, age of parent when child born

Please list school(s) where siblings currently attend: _____

ADDRESS INFORMATION (INCLUDE APARTMENT COMPLEX NAME, IF APPLICABLE)

Address: _____ County: _____

Child's Pick-up Address (if different): _____

Child's Drop-off Address (if different): _____

What school district do you live in? Climax-Scotts Comstock Galesburg-Augusta Gull Lake Kalamazoo Parchment Portage
 Schoolcraft Vicksburg Other: _____

FAMILY'S CURRENT LIVING SITUATION

The family currently lives: in a home you rent or own in a temporary housing situation in a hotel/motel
 in a home owned or rented by someone else without a fixed nighttime residence in a shelter

INCOME OF FAMILY MEMBERS LEGALLY RESPONSIBLE FOR CHILD'S SUPPORT

Name _____ Total Annual Income \$ _____
Name _____ Total Annual Income \$ _____

Please select **ALL** sources of family income received in the last 12 months: Other

- Full-time Employment Cash Assistance (FIP) SSI
- Part-time Employment Unemployment Child Care Reimbursement _____
- Food Stamps Child Support Social Security _____

SUPPLEMENTAL QUESTIONS

Emergency Contact Name: _____ Phone Number _____

Address: _____ City: _____ State: _____ Zip Code: _____

Before or After School Care Required: Yes No Transportation Requested: Yes No

Please list any program or childcare your child is currently attending: _____

CHILD (APPLICANT) DISABILITY STATUS

Does the child have an identified developmental delay?: Yes No Please Describe: _____

Has your child participated in any of the following programs? Early On PET Other _____

Has your child received services for: Vision Hearing Speech Early Childhood Special Education Occupational Therapy
 Physical Therapy IEP or IFSP

OTHER CONFIDENTIAL INFORMAITON THAT MAY PRIORITIZE PLACEMENT

- Does child's behavior ever prevent participation in other group settings? _____ Yes No
- Does anyone in the household speak a primary language other than English? _____ Yes No
- Has someone in the household been abused or neglected? _____ Yes No
- Does child live with one adult as result of divorce, separation, incarceration, military service or death? _____ Yes No
- Does child have a chronic illness such as asthma, allergies, frequent ear infections, etc? _____ Yes No
- Is the child in foster care? _____ Yes No
- Does any sibling have a chronic illness, behavior issue, disability or has died? _____ Yes No
- Was either parent under 20 years old when first child was born? _____ Yes No
- Is family without stable housing or is family homeless? _____ Yes No
- Does family live in high-risk neighborhood? (Unsafe due to crime, drug abuse, pollution, insect infestation, etc?) _____ Yes No
- Was child exposed to toxic substances before or after birth? (Alcohol, drugs, led poisoning, nicotine, etc.) _____ Yes No
- Has either parent served in the military? _____ Yes No

PARENT/GUARDIAN SIGNATURE

Information on this application is confidential. Your child's pre-kindergarten program will not discriminate against any family or student on the basis of race, color, national origin, gender or handicap.

I certify that the information, including income, provided in this application is accurate and truthful to the best of my knowledge. I understand that it is my responsibility to inform my child's pre-kindergarten program if I move, or if I have any other changes in circumstances that could affect my child's enrollment or placement. I understand that by participating in the pre-kindergarten program, my child's learning and development will be assessed and monitored to support further growth, and that some results may be reported as scores and combined with other children's scores for future research related to the general level of impact of kindergarten readiness across the county.

I understand that this information will be entered into a confidential central database system that may be accessed by Kalamazoo RESA Head Start, Great Start Readiness Programs, Kalamazoo County Ready 4's, and Homer Stryker MD School of Medicine in an effort to correctly place my child into a Kalamazoo County Pre-K Program and effectively analyze Kalamazoo county services to families and children. My signature below constitutes a consent to disclose information on this application to the listed entities.

Signature of Parent/Guardian: _____ Date (mm/dd/yyyy) _____

If information is given verbally, staff will print the parent/guardian name above with the date, check the box and initial _____

How did you hear about Kalamazoo County Pre-K? _____