

Applying for a Pre-k Program is Easy!

1. Fill out Application

A Pre-k Application must be completed. You must obtain a copy of the child's Birth Certificate, verification of income documents (if parents are employed), and sign all designated areas. **Applications with missing information will not be reviewed until all information has been turned in.**

2. Turn in Application

Return completed applications to:

Smart Start of Forsyth County
7820 North Point Blvd. Suite 200 Winston- Salem, NC 27106

Pre-k Information Line: 336-714-7520

www.smartstart-fc.org

3. Wait!

After your child's application is reviewed, you will receive a letter to tell you if your child is eligible for the Pre-k Program. If not, the letter will include an explanation of why your child did not qualify.

4. If Eligible, Choose a Site

If your letter states that your child is eligible for the Pre-k Program, a **Site Selection Form** will be included that allows you to select a site that best fits your needs.

***THE SITE SELECTION FORM MUST BE RETURNED WITHIN 14 DAYS**

**Formal placement letters with your child's school assignment or waitlist will be mailed to you by July .*

Hours of Operation

The Pre-K Program operates on a schedule similar to the public schools. Please note that sites have different hours of operation. Children must be dropped off and picked up on time each day. Hours of operation are included on the Site Selection Form.

The Pre-k Calendar follows the schedule for the Winston Salem/Forsyth County Schools. The program may schedule other days for parent meetings, home visits, or staff development. All sites will provide a calendar for parents.

Wraparound Care

Some of the sites offer before and after school care and extended care on days when class is not in session. The fees for this service are determined by the site and parents must make arrangements with the center director or principal and case manager (for DSS or Smart Start child care subsidy voucher). Extended care is not available at all sites, and fees are charged for this service. If you have a childcare subsidy voucher from DSS or Smart Start, talk to your case manager about vouchers for extended care. If you give up your voucher, you may be placed on a waiting list to receive financial assistance for extended care fees.

Transportation- Parents are responsible for providing transportation for their child. Children are not allowed to ride school buses to and from school until they go to Kindergarten. However, if transportation is a barrier, please talk with your child's teacher or the parent educator. They may be able to help you find ways to get your child to and from school.

School Uniforms: The *Site Selection Form* will indicate which schools require uniforms. If you choose a school that has this requirement and you need assistance, please talk to your child's teacher.

If Your Child Has Been Enrolled in a Head Start Program during 2009-10

This application must be completed **ONLY IF** you want to be considered for placement in a More at Four pre-k class in a public school or designated child care center with a More at Four class(es). More at Four classes will offer family support services (Parents as Teachers). Head Start services will not be offered in More at Four classes.

If you plan to stay in a Head Start site (Sarah Y Austin, Mineral Springs, Kernersville, or Buchanan) you must contact your Family Advocate for more information

PRE-K APPLICATION CHECKLIST

All applications must be returned to

Smart Start of Forsyth County

7820 North Point Boulevard Winston-Salem, NC 27106

Permission to Release Information

Smart Start of Forsyth County is the central agency for accepting and processing applications for subsidized pre-kindergarten programs. Each application is reviewed for eligibility among two programs, More at Four and Title I. The *Permission to Release Information Form* allows us to send your child's application and assessment information to the program(s) that fund the class. This helps us to place children in locations and programs that best fit the needs of the family based on their eligibility status. Some of the pre-k classes blend funding with other programs. When a class has blended funding, it is necessary to share information about your child to meet State and Federal requirements for each program. In addition, all pre-k programs are required to evaluate the programs based on the developmental progress of the children. Compass Consulting and Frank Porter Graham are involved in analyzing and reporting evaluation data from the pre-k classes.

- All forms are filled out completely
- A copy of the child's birth certificate is attached, **CHILDREN MUST BE FOUR (4) YEARS OLD by AUGUST 31, 2010, and will be able to go to kindergarten for the first time during the 2011-2012 school year.**
- Documentation of child support payments, *if applicable* (include court order for child support and payments received)
- Documentation of other sources of income including Social Security Income, TANF, Disability or other, *if applicable*
- Income verification for both mother and father are attached
Accepted Verification includes:
 - one month of check stubs OR Most recent tax return or W-2 forms
 - If check stubs or W-2 are not available, a letter from current employer stating the parents hours and wages and length of employment. The letter must be signed by the parent's supervisor

Signatures Required:

- Mother/Stepmother or Legal Guardian Information Sheet (Page 4)
- Father/Stepfather or Legal Guardian Information Sheet (Page 5)
- Non-income Verification Form (*if parent or guardian is unemployed*) (Page 8)
- Permission to Give Developmental Assessment (Page 9)
- Permission to Release Information (Page 10)

Date of Application

CHILD INFORMATION

Child's Name	First	Middle	Last
Date of Birth CHILDREN MUST BE FOUR (4) by AUGUST 31, 2010	Month	Day	Year
Social Security Number (If child has a number, please give last four digits only)	XXX-XX-_____ Last four numbers only		Ethnic Background: <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> White/European America <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other (Please Specify) _____
Sex/Gender (Check One Box) Male <input type="checkbox"/> Female <input type="checkbox"/>	What is the child's language? English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (Please specify) _____ Does this child speak more than one language? If so, please list all languages below: 1. _____ 2. _____		

Is the child living with a parent, relative, or legal guardian? Yes _____ No _____

Specify who the child lives with and relationship to the child: (e.g. mother, father, both parents, mother and stepfather, father and stepmother, grandparent(s), etc.) _____

CHILD'S ADDRESS

Street Address	Apartment #	City	Zip Code

TELL US ABOUT YOUR CHILD

- 1. Has your child ever been enrolled in a childcare center, preschool, or family childcare home? ____yes ____no
- 2. Is your child currently in a Head Start program? ____yes ____no (if yes, skip question #3)
- 3. Is your child **currently** enrolled in a childcare center, preschool, or family childcare home? ____yes ____no

If yes, please provide the name of the center, preschool or family childcare home that your child is currently attending:
 _____ **(Please be sure to include the name of the center or family childcare home)**
Childcare program name

How long has your child been in a childcare setting? _____ (Please include all previous childcare experience)

If your child is currently attending a childcare program, do you have a subsidy voucher from DSS or Smart Start?
 _____yes _____no

- 4. Does your child have any chronic or significant health concerns that we should be aware of? If so, please use the space below to tell us about your child's needs. *Children are equally eligible for the pre-k program with or without health concerns.*

Does your child have Medicaid or other health insurance? ____yes ____no

- 5. Does your child have any identified special needs (e.g. developmental delay, speech/language, hearing, physical disability, etc.)? If so, does your child have an Individualized Education Plan (IEP) through the Winston Salem Forsyth County Schools Exceptional Children's department? If any of these situations apply to your child, please describe below any services your child is receiving. What agency is delivering these services to your child (school system or private provider)?

- 5. Please tell us any other information you would like us to know about your child in the space below (Optional).

MOTHER/STEP MOTHER or LEGAL GUARDIAN INFORMATION

Mother's Name	First		Middle		Last	
Date of Birth	Month		Day		Year	
Mother's Address	Street Address		Apartment #		City	Zip Code
Mother's Phone Numbers	Home		Cell Phone		Work Phone	
Mother's Place of Employment					If Mother Is Unemployed, Check This Box <input type="checkbox"/>	
Mother's Income From Employment	Number of Hours Per Week		Hourly Wage		Total Monthly Income From Employment (before taxes)	
Mother's Income from Other Sources (If Applicable)	Child Support (Monthly)	TANF (Monthly)	Social Security (Monthly)	Unemployment (Monthly)	Disability (Monthly)	Other
What is the Mother's language? (Check all that apply)	English		Spanish		Other (Please specify)	
Mother's Highest Education Level	Grade Level Completed	GED	High School Diploma	Some College	College Degree	
Does This Child Live With You? Yes <input type="checkbox"/> No <input type="checkbox"/>	Mother's Military Status: <input type="checkbox"/> Active Duty member of US Armed Forces <input type="checkbox"/> Reserve Unit Member called up for duty within last 18 months <input type="checkbox"/> Disability due to injury while on active duty					

Submitting false information in order to qualify for Pre-K programs constitutes fraud and will result in immediate exclusion from the pre-k program.

I certify that all of the information on this application, and attached verification is true and correct:

Mother's or Legal Guardian Signature _____ Date _____

FATHER/STEP FATHER or LEGAL GUARDIAN INFORMATION

Father's Name	First	Middle	Last			
Date of Birth	Month	Day	Year			
Father's Address	Street Address		Apartment #	City	Zip Code	
Father's Phone Numbers	Home		Cell Phone	Work Phone		
Father's Place of Employment				If Father Is Unemployed, Check This Box <input type="checkbox"/>		
Father's Income From Employment	Number of Hours Per Week		Hourly Wage	Total Monthly Income From Employment (before taxes)		
Father's Income from Other Sources (If Applicable)	Child Support (Monthly)	TANF (Monthly)	Social Security (Monthly)	Unemployment (Monthly)	Disability (Monthly)	Other
What is the Father's language? (Check all that apply)	English		Spanish	Other (Please specify)		
Father's Highest Education Level	Grade Level Completed	GED	High School Diploma	Some College	College Degree	
Does This Child Live With You? Yes <input type="checkbox"/> No <input type="checkbox"/>	Father's Military Status: <input type="checkbox"/> Active Duty member of US Armed Forces <input type="checkbox"/> Reserve Unit Member called up for duty within last 18 months <input type="checkbox"/> Disability due to injury while on active duty					

Submitting false information in order to qualify for Pre-K programs constitutes fraud and will result in immediate exclusion from the pre-k program.

I certify that all of the information on this application, and attached verification is true and correct:

Father's or Legal Guardian Signature _____ Date _____

Alternate Contact Information

**Sometimes phone numbers and addresses change during the months before school starts.
Please provide other contacts to help us get in touch with you if necessary.**

Be sure to let us know if your phone number or address changes by calling 714-4360

Person to contact if parent cannot be reached	Relation:	Home Phone:	Work Phone:	Pager/Cell phone
Person to contact if parent cannot be reached	Relation:	Home Phone:	Work Phone:	Pager/Cell phone
Person to contact if parent cannot be reached	Relation:	Home Phone:	Work Phone:	Pager/Cell phone

IMPORTANT!!!!

NON-INCOME VERIFICATION FORM

If you are currently unemployed, and are not receiving unemployment benefits or other source of regular income, please complete this form

This is to verify that I have provided support to:

Name of person who provides support for this family: _____

Including shelter, food, laundry and incidentals from: From: _____ To: _____
date date

Supporter's signature: _____

Address: _____

Phone number: _____

This is to verify that my children and I have had no income during this time:

From: _____ To: _____
date date

I certify that this information is true. If any part is false, I understand that my child's participation in the program may be terminated and subject to legal action. I also understand that this information will be held in strict confidence within the agency and is accessible to me during normal business hours.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Phone # _____

Child's Name: _____

Notary Public: _____ **Date Notarized:** _____ **Stamp**

PERMISSION TO GIVE DEVELOPMENTAL ASSESSMENT

I _____, give permission for my child _____
(Parent Name) (Child's Name)

to participate in developmental assessments for the purpose of gathering information about my child's developmental/educational needs and evaluating progress during the school year. I understand that this information is confidential and will be shared with pre-k program staff only.

I understand that developmental assessments will become part of my child's cumulative school folder when he/she starts kindergarten.

I understand that this information may be used in addition to other information that I have provided to determine my child's eligibility for enrollment in the Pre-K classroom.

Signed _____ Date _____
(Parent's Signature)

PERMISSION TO RELEASE INFORMATION

Name of Child: _____ Date Of Birth: _____

I, _____, authorize **Smart Start of Forsyth County/More at Four Pre-K Program** to release the following educational records and (Parent/Legal Guardian Name) information:

- Completed Pre-K Enrollment Application that includes documentation of income, social security number, and birth certificate
- Developmental Assessments (LAP-D, LAP-3, Devereaux Early Childhood Assessment (DECA), DIAL 3)

To: Winston Salem/Forsyth County Schools 1605 Miller St. Winston Salem, NC 27103
Compass Consulting Group, LLC. 5726 Fayetteville Rd. Suite 203, Durham, NC 27713
Frank Porter Graham Child Development Institute, UNC-CH Chapel Hill, NC
Imprints for Families/More at Four, 502 North Broad St. Winston Salem, NC 27101

for the purpose of:

- Determining Eligibility for State and Federal-funded Pre-K Programs (including More at Four and Title I)
- Evaluation of Pre-K Programs
- Data collection required by North Carolina Office of School Readiness (More at Four and Title I)

I, _____, authorize **Winston-Salem/Forsyth County Schools** to release the following educational records and information: (Parent/Legal Guardian Name)

- Completed Pre-K Enrollment Application that includes documentation of income, social security number, and birth certificate
- Developmental Assessments and screenings (LAP-D, LAP-3, DIAL 3, DECA, Vision, Dental, Speech/Language, and Hearing screens)

To: Smart Start of Forsyth County/More at Four Pre-K Program

for the purpose of:

- Determining Eligibility for State and Federal-funded Pre-K Programs (including More at Four and Title I)
- Evaluation of Pre-K Programs
- Data collection required by North Carolina Office of School Readiness (More at Four and Title I)

I understand that: (1) I have the right not to consent to the release of my child's educational records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Smart Start of Forsyth County, but that any such revocation shall not affect disclosures previously made by Smart Start of Forsyth County prior to the receipt of any such written revocation.

Signature of Parent or Guardian

Date

THIS INFORMATION RELEASE IS SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

FAMILY INVOLVEMENT

Family involvement is critical to the success of children during the pre-kindergarten year and in subsequent years. Parents or guardians of the children enrolled in the Pre-K classes are *strongly encouraged* to participate in the program. This can be accomplished in several ways, including, but not limited to, the following:

- Reading with your child regularly and completing a story sharing log,
- Attending parent meetings (*parents are required to attend at least 2 parent meetings per year*)
- Attending parent-teacher conferences (*parents are required to attend 2 parent-teacher conferences per year*)
- Participating in a home visit with the teacher and/or parent educator (*teachers are required to schedule 2 home visits each year, parents are encouraged to participate. Home visits can be conducted in alternate locations if you prefer.*)
- Parents are welcome to volunteer in the classroom. For the safety of all children, school sites require minimal training and screening prior to volunteering in the classroom or field trip
- Other parent-child activities as suggested by the teacher or parent educator
- Time spent taking your child for evaluations and/or special services (for example, developmental evaluation, speech, vision, hearing, dental care, etc.)
- Parenting classes offered in the community
- Kindergarten transition activities (e.g. kindergarten screening and registration, attending open house, etc.)
- Parent Involvement in program decision making is invited. If you are interested in participating on the pre-k committee please contact the More at Four office at 725-6011 for more information.

Talk to your child's teacher or your parent educator so that we can help you find meaningful ways to participate in, and be a part of your child's pre-k experience.