



IMPORTANT INFORMATION ABOUT PRE-K APPLICATIONS

The Common Application Period for Pre-K (Pre-K Round-up) will be **March 20 -March 24, 2017**. This is a change from past years where applications were accepted on one day. Act 3, the Early Childhood Act, passed by the Louisiana legislature in 2012 requires changes to the early childhood system. One of these changes is a Coordinated Enrollment system for all publicly-funded programs.

What does this mean to you? You do NOT have to wait in line to apply for PreK!! Instead, go to your zoned school during school hours between March 20-March 24, 2017 to complete an application. **This is NOT “first come, first served,” all completed applications of eligible children taken during the Application Period will be considered.**

Pre-K Round up is March 23 from 7:30 – 3:00 at the Richland Parish Arts Center.

You can also apply ONLINE @ richearlychildhood.com and /or find out more information!

A COMPLETE APPLICATION will contain the following documents:

- Birth certificate
****Your child MUST be 4 years old by September 30, 2017 to qualify****
- Social security card
- Shot record
- Two proofs of residence (no cell phone bills)
- Completed application (fill out on site)
- Income verification; ONE of the following:
 - o Two (2) consecutive check stubs for **EACH PARENT or CAREGIVER IN THE HOUSEHOLD** for the current year (within 2 months from the date of filling out this application.)

IF you work less than 40 hours/week, you must have a signed letter from your employer stating this and your average number of hours worked.

- OR** An official letter signed from your employer stating all of the following:
 - Where parent/guardian is employed
 - Hourly rate of pay
 - The average number of hours parent/guardian works per week.
- o SNAP/Food Stamps – must include the child’s name and valid effective dates. This can be a print out from LACAFE.



- A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits, which must be accompanied by two current check stubs.
- Current foster care placement agreement from DCFS
- Parents who are homeless or unemployed must submit a letter of support from support source. (Verification from School system liaison is acceptable)

How are children selected? The Louisiana Department of Education (LDE) requires that children “at-risk” are given first priority for slots. The LDE definition of at-risk is meeting the required income eligibility standards, using English as a second language, designated as homeless, and/or having a disability documented by an IEP.

If there are more eligible children with a complete application packet than available seats, a lottery or other system will be conducted. If a child is not selected, their name will go on a waiting list. If a slot becomes available, the program will access the waiting list.

When will I know if my child gets a spot? All applicants will be notified on May 3, 2017 informing you of your status.

For more information about Act 3 and quality early childhood programs in Richland Parish, please visit this website on your phone or computer: richearlychildhood.com or Louisianabelieves.com