

PREKINDERGARTEN APPLICATION PACKET (CONFIDENTIAL)

The forms inside this packet must be completed in full for a child to be considered for prekindergarten. Each child for whom you are completing an application must turn four-years-old **on or before September 1st**. The information you provide will be kept confidential. It will only be used to make a prekindergarten selection decision.

Once the forms have been completed, place them back in the envelope along with a copy of the family federal income tax return/proof of income, child's birth certificate and proof of the child's residence. Please be sure to sign the application. Return the envelope to the school to which you are applying.

You may apply to one school only. ***Submitting multiple applications will jeopardize your child's eligibility for prekindergarten.*** Applications should be submitted to the school to which you are applying. Thank you for your cooperation.

***Applications will be available on the first Friday in May.**

Spring Application Period: First Friday in May until the last day of school for PK.

Fall Application Period: First day of summer vacation through the last day of summer vacation.

Please call the elementary school that you wish to apply to for an appointment to submit the completed application and required documents. Original copies of the student's birth certificate and proof of residency are required at your application submission appointment.

If you are unable to return your application in person, please mail the application and all completed and copied documents to the school to which you are applying.

For Office Use Only

Name of Child for Whom Application is Being Made _____

Signed Application Form is Complete:

Income Tax Return/ Proof of Birth Proof of Residency
 Proof of Income

In School District Application Out of area Application
 (for making bus transportation decisions only)

Attendance/Transportation/Parent-Teacher Conference Policy Signed

AM

Date _____ Initials of Recipient _____

PM

**Harford County Public Schools
Prekindergarten Program Information**

Acceptance into the program is based on economics.

- Child must be 4 years old on or before September 1.
- Only one application may be submitted for each child.
- There are no early entrance procedures for prekindergarten.
- The application must be filled out completely and accurately (information will be verified).

Documentation Needed: Please submit photocopies of requested documents in your packet.

1. **Photo I.D. of Parent/Guardian.**
2. **Proof of Income: Federal income tax form 1040 (with child listed as dependent) filed by April 15 of this year.**
 - If you have filed for an extension your application is not complete and will not be considered until we have a copy of the 1040 form.
 - If you do not have an income, we need certification for Department of Social Services that you are receiving some kind of services: welfare, WIC, food stamps, and/or medical assistance. **(The family must provide eligibility letter for medical assistance indicating whether a premium is required.)**
3. **Child's birth certificate. If you do not have a birth certificate, one of the following is acceptable:**
 - Hospital certificate
 - Physician's certificate
 - Baptism/church certificate
 - Passport/visa
 - Birth registration
4. **Proof of Residence - acceptable documentation includes:**
 - A current monthly utility bill* (turn off notices not accepted) internet, cable, landline, gas & electric (usage detail page required). The utility bill must show name, service address, usage, and charge.
 - If a monthly utility bill CANNOT be provided ~Parent or Guardian must provide 2 Documents from the list below

1 document from EACH of the columns below:

Column A	Column B
<ul style="list-style-type: none"> ➤ Homeowner's Deed ➤ Most recent mortgage payment * ➤ Signed Settlement Agreement ➤ Current signed Lease Agreement 	<ul style="list-style-type: none"> ➤ Pay stub * ➤ W-2 ➤ Car, Homeowner, or Renter's Insurance Declaration page ➤ Government or official correspondence * ➤ Change of address card from MVA or Post Office ➤ Credit Card Statement * ➤ Cell Phone bill *

*These documents must be dated within 30 days from date of enrollment.

- Boundary exceptions are automatic for prekindergarten. You do not need to complete a boundary exception form. Boundary exception forms must be completed for grades k-12.

**Please submit photocopies of requested documents in your packet -
Originals must also be presented at your application submission
appointment for verification purposes.**

Location of Prekindergarten Programs

• **Schools that have a prekindergarten program. Applications should be returned to the home school prekindergarten. Boundary exceptions should be completed following acceptance into the program. Bus transportation will not be provided if attendance in program is outside the home school district.**

- Abingdon Elementary, 399 Singer Road, Abingdon MD 21009, 410-638-3910
- Bakerfield Elementary, 36 Baker Street, Aberdeen MD 21001, 410-273-5518
- Bel Air Elementary, 30 East Lee Street, Bel Air MD 21014, 410-638-4160
- Church Creek Elementary, 4299 Church Creek Rd., Belcamp MD 21017, 410-273-5550
- Churchville Elementary, 2935 Level Rd., Churchville MD 21028, 410-638-3800
- Deerfield Elementary, 2307 Willoughby Beach Road, Edgewood MD 21040, 410-612-1535
- Dublin Elementary, 1527 Whiteford Road, Street MD 21154, 410-638-3703
- Edgewood Elementary, 2100 Cedar Drive, Edgewood MD 21040, 410-612-1540
- Fountain Green Elementary, 517 Fountain Green Rd., Bel Air MD 21015, 410-638-4220
- George Lisby at Hillsdale Elementary, 810 Edmund St., Aberdeen MD 21001, 410-273-5530
- Hall's Cross Rds. Elementary, 203 East Bel Air Ave., Aberdeen MD 21001, 410-273-5524
- Havre de Grace Elementary, 600 Juniata St., Havre de Grace MD 21078, 410-939-6616
- Homestead/Wakefield Elementary, 900 South Main St., Bel Air MD 21014, 410-638-4175
- Joppatowne Elementary, 407 Trimble Rd., Joppa MD 21085, 410-612-1546
- Magnolia Elementary, 901 Trimble Rd., Joppa MD 21085, 410-612-1553
- Meadowvale Elementary, 910 Grace View Drive, Havre de Grace MD 21078, 410-939-6622
- North Bend Elementary, 1445 North Bend Rd., Jarrettsville MD, 410-692-7815
- North Harford Elementary, 120 Pylesville Rd., Pylesville MD 21132, 410-638-3670
- Old Post Road Elementary, 2706 Old Philadelphia Rd., Abingdon MD 21009, 410-612-1566, 410-612-2033
- Prospect Mill Elementary, 101 Prospect Mill Rd., Bel Air MD 21015, 410-638-3817
- Riverside Elementary, 211 Stillmeadow Drive, Joppa MD 21085, 410-612-1560
- Roye-Williams Elementary, 201 Oakington Rd., Havre de Grace MD 21078, 410-273-5536

o **These schools do not have a prekindergarten program.**

- o Darlington Elementary, 2119 Shuresville Rd., Darlington MD 21034, 410-638-3700
- o Emmorton Elementary, 2502 Tollgate Rd., Bel Air MD 21014, 410-638-3920
- o Forest Hill Elementary, 2407 Rocks Rd., Forest Hill MD 21050, 410-638-4166
- o Forest Lakes Elementary, 100 Osborne Parkway, Forest Hill MD 21050, 410-638-4262
- o Hickory Elementary, 2100 Conowingo Rd., Bel Air MD 21014, 410-638-4170
- o Jarrettsville Elementary, 3818 Norrisville Rd., Jarrettsville MD 21084, 410-692-7800
- o Norrisville Elementary, 5302 Norrisville Rd., White Hall MD 21161, 410-692-7810
- o Red Pump Elementary, 600 Red Pump Rd., Bel Air MD 21014, 410-809-6244
- o Ring Factory Elementary, 1400 Emmorton Rd., Bel Air MD 21014, 410-638-4186
- o William S James Elementary 1 Laurentum Parkway, Abingdon MD 21009 410-638-3900

Prekindergarten Program Application (Confidential) Harford County Public Schools

NOTE TO PARENTS/GUARDIANS: Economics is the **primary** factor in determining prekindergarten eligibility. To date in the state of Maryland, **prekindergarten is not mandatory**; it is an application process based on age eligible children (4-years-old **on or before September 1**) and the economic status of the family (low income or homeless). Harford County Public School System **does not** have prekindergarten in every elementary school. Children receiving any services through HCPS prior to prekindergarten **are not** guaranteed enrollment.

Directions: Complete the application packet and submit only one prekindergarten application per child in person to your home prekindergarten program. If you submit more than one application your child's consideration for prekindergarten will be jeopardized. If you need help completing this application or have questions, call the school to which you will be submitting the application. A list of Harford County Public Schools with prekindergarten programs is provided on the back page of this application. You will be contacted about the child's enrollment status in the program. **All documentation must be submitted for your application to be considered complete.**

Provide the information requested below about the child for whom you are completing an application.

1. Last Name _____
2. First and Middle Name _____
3. Birth date _____
4. Child's Gender Male Female
5. Child's Race American Indian/Alaskan Native Asian
 African American/Black Caucasian/White Hispanic

Provide the information requested below about the child's parents or guardians.

6. Father's Full Name _____
7. Street Address _____
City, State, Zip Code _____
8. Phone: Home _____ Work _____
9. Mother's Full Name _____
10. Street Address _____
City, State, Zip Code _____
11. Phone: Home _____ Work _____
12. With whom does child reside? Father Mother Both
 Grandparent(s)

ELIGIBILITY CRITERIA:

13. Income: The information in A and B below is required by the Maryland State Department of Education, the funding source for prekindergarten.

A. Check the income line that most closely matches the parents' **total income**. Include salary, tips, public assistance and child support/alimony payments. You will be asked to provide proof of income.

	Yearly or	Monthly or	Weekly
<input type="checkbox"/>	\$0-25,124	\$0-2,096	\$0-484
<input type="checkbox"/>	\$33,874	\$2,823	\$652
<input type="checkbox"/>	\$42,606	\$3,551	\$821
<input type="checkbox"/>	\$51,338	\$4,279	\$988
<input type="checkbox"/>	\$60,070	\$5,006	\$1,156
<input type="checkbox"/>	\$68,802	\$5,734	\$1,324
<input type="checkbox"/>	\$77,534	\$6,462	\$1,492
<input type="checkbox"/>	\$86,266	\$7,189	\$1,659
<input type="checkbox"/>	\$94,998	\$7,917	\$1,827
<input type="checkbox"/>	\$103,730	\$8,644	\$1,995
<input type="checkbox"/>	\$112,462	\$9,372	\$2,163
<input type="checkbox"/>	\$129,926	\$10,827	\$2,499
<input type="checkbox"/>	\$138,658	\$11,555	\$2,667
<input type="checkbox"/>	Household income exceeds \$138,658		

B. Check all that apply:

- All parents/legal guardians in the home are unemployed beginning date: _____
- The only source of income from parents/legal guardians is:
 - social security
 - retirement
 - pension
 - alimony
 - unemployment
 - disability benefits
 - other _____
- The family qualifies for social services:
 - WIC
 - Food stamps
 - Medical Assistance
 - Head Start/Even Start
 - Purchase of Care (POC)
- Does the individual claiming the child on the income tax return live in the household? Yes _____ No _____

14. Residence

This child lives in a:

- temporary shelter
- foster home
- subsidized dwelling or Section 8 housing
- dwelling that is owned or rented
- multi-family dwelling

15. Household Size

A. Total number of **parents/legal guardians listed on income tax form(s):** ① ②

B. Total number of **children and other dependents listed on income tax form:**

- ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑨+

16. OTHER INFORMATION:

A. Language child speaks **most of the time**

- English
- Other _____

B. Does the child understand English?

- Yes
- No

C. If your child does not understand English, what language does the child understand and/or speak?

D. Does the child have an IEP?

- Yes
- No

If yes, explain and list service hours

17. What is your child's home school according to your address? (If unsure, verify with school secretary.)

To the best of my knowledge the information I supplied on this form is true and accurate. I am prepared to provide proof when asked.

Signature of Person Completing Form _____

Relationship to Child _____

Date _____

**Office of Early Childhood Harford County Public Schools
Prekindergarten Attendance/Tardiness/Transportation Procedures**

Harford County Public Schools are required to report attendance data to the Maryland State Department of Education, the agency which fully funds the program. Continued funding is based on evidence that the school system is using current funds within guidelines of the MSDE Standards for Quality Early Learning Programs. Documentation of attendance and parent-teacher conferences must be included to be in compliance with the designated guidelines. If your child is accepted into prekindergarten, the Attendance/Parent-Teacher policies below will be strictly enforced. Please sign the form below, detach it from the policy and return it with your application to indicate your awareness of the prekindergarten attendance/tardiness/parent-teacher conference policies. Keep the description of the two policies as your reminder of their importance.

Attendance

Once a child is enrolled in the program (s)he is expected to attend regularly. Regular attendance in the prekindergarten program will benefit your child. Not only is daily attendance necessary for the child to fully benefit from the program, but from a practical standpoint, to indicate that the parent values the opportunity to provide his or her child a quality preschool education at no cost. Additionally, a child with frequent absences prevents another child, who may attend regularly, from being enrolled.

Children will be dropped from the program for excessive absences.

Absences, Tardiness and Late Pick-ups

Children may miss school due to illness or family emergencies. A child who is absent should bring a written explanation upon returning to school. If absence is in excess of 3 days, a medical note is required. Excessive absences and/or tardiness and late pickups may jeopardize your child's enrollment and will be handled as follows:

- After 8 excused or unexcused absences/tardies/pick-ups, a parent-teacher conference will be held.
- After 12 excused or unexcused absences/tardies/pick-ups, a warning letter will be sent.
- After 16 excused or unexcused absences/tardies/pick-ups, the child may be dropped from the program. Parent-teacher conference will be held with administration (PPW)

Under no circumstances will a space be held open for a child enrolled in the program whose family leaves the area for an extended period of time with the intent of returning later in the school year.

Transportation

Morning Session:

Bus drivers will not drop off any prekindergarten child transported on a mid-day route unless a parent, guardian or pre-authorized designee is visibly present and prepared to take custody of the student. In the event no such parent, guardian or designee is present, the student will remain on the bus and be returned to his/her school at which time the parent will be contacted.

In the event a prekindergarten student is required to be returned to school more than twice during a school year under the above circumstance, the parent shall be required to meet with the Director of Transportation and may be subject to termination of bus transportation.

Afternoon Session:

Prekindergarten students will ride a general education bus with students k-5 and will be dropped off at their bus stop. It is responsibility of the parent/guardian to arrange supervision at the bus stop.

Additional detailed transportation guidelines and procedures can be found in the HCPS Parent/Student Handbook.

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_____ I have read the attendance/tardiness/ transportation/conference procedures and agree to my child's regular attendance except in the cases of illness or family emergencies. I understand that I am required to attend parent-teacher conferences in November and at other times as needed to discuss my child's education and development and agree to do so.

Child's Name: _____

Please provide the full address of where your child will go after school. This will allow transportation to set bus assignments and stop locations _____

If your child is not a bus rider, please indicate the method of pick up _____

Parent/Guardian Signature

Date



Early Childhood Transition Form Harford County Public Schools

Directions to Parents/Guardians; this form is intended to help your child's new teacher plan the best instructional program for him or her. After you complete the parent section, please send the form to your child's teacher, and they will return it to your child's future school. Thank you for helping us work together to promote your child's school success.

To Be Completed by the Parent/Guardian

I. Parent/Guardian Information

_____ has recently been registered for
(child's full name)

- prekindergarten
 kindergarten
- at _____ Elementary School.

(parent/guardian signature)

Please indicate if your child has not had preschool experience by checking the box below.

- No Child Care/Preschool Experience

**If this box is checked, there is no need to proceed further.*

To Be Completed by the Teacher

Most Recent Preschool/Child Care Background

- Home Child Care Center
 Child Care Center/Preschool Program
 MSDE Approved Nursery School

Name of School _____

Address: _____

City: _____ State _____ Zip: _____

To be completed by the teacher. Place a check in the appropriate box.

Personal/Social Skills	Not Often	Sometimes	Most of the Time	Comments
1. Focuses attention on speaker for 10 to 15 minutes.				
2. Follows rules, routines, and directions.				
3. Completes task(s) independently.				
4. Manages change/new experiences appropriately.				
5. Exhibits self-control.				
6. Interacts positively with other children.				
7. Communicates needs, feelings, ideas, and experiences orally.				
8. Demonstrates age appropriate fine motor coordination.				

Academic Skills	Yes	No
1. Writes first name.		
2. Can recognize most letters (in random order).		
3. Connects sounds to letter forms.		
4. Can count forward to 20.		
5. Can identify numbers 0 to 10.		
6. Can identify basic sight words.		

Comments: Is there any specific information you would like to share about this child that would help us plan an effective educational program for him or her? (i.e. The child is receiving services to support learning.)

Send this completed form to the school below.
Thank you.

(Name and address of the school)

Harford County Public Schools
Questions Frequently Asked by Parents Regarding Prekindergarten

1. What is prekindergarten?

Prekindergarten is a program for 4-year-old children to engage in high quality educational experiences. Although prekindergarten is not mandatory in the State of Maryland, Harford County Public Schools has classes for prekindergarten in many of the elementary schools throughout the county. The overall goal of prekindergarten is to provide learning experiences to help children develop and maintain the basic skills necessary for successful school performance. The programs goal is being achieved by providing appropriate experiences that address the literacy, cognitive, social, emotional, and physical needs of young children. The curriculum is theme based and all content areas are integrated throughout the program.

2. Who is eligible for this program?

Eligibility for enrollment in prekindergarten is extended to 4-year-old children who are from families with disadvantaged economic backgrounds, who are homeless, or are in foster care.

3. How do I find out if my child is eligible?

Pick up and fill out an application for your child. The school will notify you in writing before the start of the school year if your child will be enrolled in the program.

4. If my child already receives services from HCPS, are they automatically admitted to prekindergarten?

No, all children must qualify according to the eligible requirements for prekindergarten. Children can continue receiving services without being enrolled in prekindergarten.

5. Where can I get an application for prekindergarten?

Applications may be picked up at any HCPS elementary school but must be returned to the school that you wish your child to attend.

6. Can my child attend another prekindergarten program outside of my home school area?

Yes, however, bus transportation will not be provided. If the child is accepted into a program outside of your home school district, parents/guardians do not need to apply for a boundary exception. Boundary exceptions are required for grades k-12.