



*Children & Families —  
Ready for School, Ready for Life*

*125 West Main Street, Suite 200  
Carrboro, NC 27510  
919-918-2153 ext. 20291*

Dear Parent(s):

Thank you very much for the interest you have shown in the Chapel Hill-Carrboro Pre-K/Head Start program. This program includes families served by one or more of the following program options: Head Start, NC Pre-K, Tuition, childcare subsidy, and Preschool Intervention Services. Due to the need to meet the regulations of the various agencies that govern us, it is important that you **complete this packet in its entirety**. Please remember to **sign all pages** requiring your signature. Refer to the checklist on the following page to ensure that you have all of the required supporting documents with you for your registration appointment.

If you need further information or additional help regarding the completion of this application, please call us at 919-918-2153 x 20285.

Sincerely,

Inessa Fannin  
Enrollment Assistant  
Chapel Hill-Carrboro Pre-K/Head Start

Be sure to complete all parts of the application and bring all required supporting documents in order to process the application. This checklist below will assist you in making sure you bring all necessary documents to your registration appointment.

## ENROLLMENT CHECKLIST/WHAT TO BRING:

- Completed Application (every page filled out)**
- Signatures on all pages requiring a signature**

### We accept:

- Proof of Age**  
(Child must be 3 or 4 years old by 8/31/ 2019)
  - Certified Birth Certificate – **must be the original**
  - Passport - **must be the original**
  - I-94 - **must be the original**
  
- Proof of Residency**  
**Current within last 60 days**
  - Current lease or Rental Agreement – **signed by landlord**
  - Unpaid/Unseparated (not torn) Duke Power Bill
  - Piedmont Electric Bill
  - OWASA Bill
  - Public Service Gas Bill
  - Current Orange County property tax bill - for home (not for car)
  - Settlement Statement on the purchase of a home
  
- Proof of Income\***  
(of all parents/guardians in the home for the **past 12 months**)  
\*not required if applying only for Tuition slot
  - Individual Income Tax Form 1040
  - W-2 Forms
  - Statement from Employer (Notarized or Letterhead)
  - Pay Stubs (from last 12 months)
  - Financial Certificate for International Visiting Scholars/Students
  - Child Support
  - Work 1<sup>st</sup>/TANF
  - Work Study, Fellowship, Scholarship, or Grant
  - SSI/Social Security
  - Unemployment
  - Notarized statement of no income if unemployed and have none of the above (available at the main office)
  
- Subsidy Voucher (if applicable)**
  
- Medicaid or Medical Insurance Card**
  
- Parent Photo Identification**
  
- Custody Documents (if applicable)**

Please bring application and required paperwork to the Pre-K Office at:  
125 West Main Street, 3<sup>rd</sup> Floor, Carrboro, NC 27510

## Chapel Hill-Carrboro City School Pre-K/Head Start Information Sheet

To be eligible to apply a child must:

- Be 3 or 4 years old by **August 31<sup>st</sup>**
- Reside in the Chapel Hill-Carrboro School District. Students may be enrolled in CHCCS Pre-K/Head Start classes by qualifying for either a Head Start, NC Pre-K, Exceptional Education Services, Childcare Subsidy, or Tuition placement.

**No Transportation Provided:** The Pre-K/Head Start program is not equipped to offer transportation. Parents must arrange to pick-up and drop-off in the classroom according to the classroom schedule.

**Residency Requirements:** Parents must be a resident of the Chapel Hill-Carrboro City Schools' attendance district. If you live within the district, your child may attend any of the sites. Proof of residency must be provided when the application is turned in. If you move out of the district, your child can no longer attend the program. Please note that parents who work for CHCCS, but who live outside of the district, may also register their child for the program; however, they will be required to pay tuition or provide a childcare subsidy voucher.

**Head Start:** Placement into the Head Start portion of the program is based upon family income. If the family income is equal to or below the federal income guideline, the family will be eligible for a fully subsidized Pre-K experience for their child. This program is available from 8:00 a.m. to 2:30 p.m.

**NC Pre-K:** NC Pre-K funding is provided in conjunction with Head Start, Smart Start, or Exceptional Education Funding. Priority for this program is given to four year old children who are: 4 years of age on or before August 31<sup>st</sup> in the year served and meet NC Pre-K enrollment guidelines.

**Exceptional Education:** Our program includes services for children with disabilities. Placement is based on identified special service needs of the child. For questions, please contact the Exceptional Education Office at 918-2153 ext. 23104.

**Tuition:** Tuition is currently \$1,000/month for full-day care from 7:30 a.m.-5:30 p.m. Tuition includes extended care at no additional cost. This program does not have a sliding scale for tuition. Families with childcare subsidy can apply for tuition with subsidy placement.

**Tuition assistance:** Tuition assistance may be available, if eligible, through Childcare Services Association (919-967-3272) and the Department of Social Services Child Care Subsidy Program (919-245-2800).

**Extended Care:** Extended Care is available from 7:30-8:00 a.m. and 2:30-5:30 p.m. Extended care is included in all tuition and subsidy placements. For Head Start placements, acceptance into the Extended Care program will be based on need with priority being given to families in which all parents in the home are working or in school full time (proof must be shown when completing Extended Care form).

Children placed through EESS will be considered on a case by case basis for extended care.

The fee schedule for Extended Care is based on the designation your child receives upon enrollment into the regular day program. It is as follows:

- a. Tuition, Childcare Subsidy, & Head Start: No charge (extended care is included with payment or funding)
- b. Smart Start/NC Pre-K or EESS: \$300/month parent fee

**Enrollment:** Applications are accepted throughout the school year. Most enrollment placements are completed in January-March of each year. To enroll a child in the Pre-K/Head Start program, a complete application, along with all necessary documents, must be provided to the Pre-K/Head Start office located at 125 West Main Street, Carrboro NC 27510. The completed application will then be processed by the central office staff and screened by the administrative team. Parents/legal guardians will be notified of the child's enrollment status after all information has been reviewed.

**Dates of Operation:** With the exception of the beginning of the year, the program follows the regular Chapel Hill-Carrboro City Schools school year calendar. Care is available during mandatory (not optional) teacher workdays for those children enrolled in the Extended Care program.

**Staff to Student Ratio:** Our classrooms currently have a 2:15 ratio or lower during the regular school day, and a 1:9 ratio during extended care.

**Curriculum:** The Pre-K/Head Start curriculum is the planned management of time, materials, and activities to guide children's learning and development. The program's curriculum is based on The Creative Curriculum framework, and widely held expectations and current research on how children grow and learn. It is a guide for planning and implementing a program that is individually, culturally and developmentally appropriate. The curriculum addresses how children learn, the learning environment, what children learn, the teacher's role and the family's role. The Pre-K curriculum is also aligned with district, state and national standards



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တက်ကျားဒိုင်မားလားနုဒုန့်န့်ဖြူထိုင်နုတင်သျှင်အိုင်သးအိုင်လော ခုင်ဟင်ဟု-ခုင်ဘိုင်ဂိုင် Pre-K/Head Start အတင်ဂိုင်တင်ကျွဲအယ်နုင်လီ. တင်ဂိုင်တင်ကျွဲအယ်ယုင်ဝဲဒီး တိုင်ဖီယီဖီတဖန်လောအမေစာမေသကီးတင်လောတင်ဂိုင်တင်ကျွဲလောလင်အံတဖန် : Head Start, NC Pre-K, Tuition, childcare subsidy, ဒီး **Preschool Intervention Services** တဖန်နုင်လီ. ဒီဖိုလောတင်ကရကရီအဲကလိုင်လော အမေသကီးတင်ဒီးပုအယ်, မှ်တင်လောအဂုဒိုင်ဝဲလောနုကမပုဘိုင်လိုင် **ဒီတတကြူအံနုင်လီ**. ဝဲသးစုတဘိုင်သးပုနုင် **ဆဲးလီမံလောလိုင်တဘျးတဖန်** လောအလိုင်ဘိုင်တင်ဆဲးလီမံတဂုနုင်တက့. တင်မနုင်လိုင်ကဘျးလောလင်အံနုင် မှ်ဒဲသီး တင်လောနုလိုင်ဘိုင်ဝဲနုကဟဲဖိဝဲကသုဖဲတင်သျှင်ဆာဖးကတီၢ်နုအံအကတီၢ်နုင်လီ.

နုမုလိုင်အဲထိုင်ဘိုင်တင်ဂိုင်တင်ကျွဲမုတမုာ် တင်မေစာလောတင်မပုလိုင်မပုအံနုင်ဒီး, ဝဲသးစုဆဲးကျွဲဘိုင်ပုဖဲ 919-918-2153 x 20285 နုင်တက့.

လောတင်ဟင်ကဲအံ.

Inessa Fannin  
Enrollment Assistant  
Chapel Hill-Carrboro Pre-K/Head Start



