**Preschool Enrollment for the 2022-2023 school year has started.**

**If your child is currently enrolled in Preschool 3 in Norfolk Public Schools, you will not have to reapply for PK4. There will be a letter of intent sent home to you by your child’s teacher. You will need to return the letter of intent to your child’s teacher, and you will receive an email confirming receipt of the intent letter and next steps.**

**BEFORE YOU APPLY: You will need to have your child’s birth certificate, proof of residency (lease, mortgage, utility bill - gas, water, or electric), and proof of income (pay stub, W2, SSI verification, unemployment, child support, etc.). For further information, read the section below for required information and documents.**

**If you do not have proof of address, homeless, or living with family /friends, you will need to get a printed application from a neighboring elementary school to complete and submit the application with all needed documentation.**

 

**Phase I—**

Enter information into the Preschool Application online using the **Preschool Matters** buttons.

\*If you do not have access to the Internet, you can pick up a paper copy of the application at your local neighborhood school and email pictures of it and the required documents to preschool@nps.k12.va.us, or return it to the school. The school will forward your application to the Department of Early Learning and Title I for processing.

You may call the Preschool Registration Help Line at 757-628-3951 for more information, and/or email your questions to preschool@nps.k12.va.us.

When we receive your application, the Department of Early Learning and Title I will send you an email of receipt to the email provided on the application.

**Phase II—**

Once your application and documentation have been received by the Department of Early Learning and Title I, it will be reviewed for eligibility into the preschool program. The preschool programs operated are mostly state and/or federally grant-funded and, as such, involve enrollment criteria. Acceptance to Norfolk Public Schools' preschool program is based, in part, upon the following requirements:

* **Residency: You must provide proof that you and your child are residents of the city of Norfolk.**
* **Age: Your child must be 3 or 4 by September 30 of the school year you are applying to enroll.**
* **Program-related eligibility criteria: The funds that support our preschool programs have various criteria that are taken into consideration before offering acceptance to any student. For your child to be considered for our preschool programs, you must complete an application and submit the required supporting documents. For our three-year-old classes, students must live in a Title I school zone to be accepted (see the Title I section for a list of schools).**

If your child is eligible for one of the preschool programs, an email will be sent by the Department of Early Learning and Title I to the email provided on the application to inform you of your eligibility and next steps.

*This eligibility email does not guarantee a position in the program. Its purpose is to inform you that your child has met the initial eligibility criteria, and your child has been placed on the waitlist.*

***Note:****The preschool programs are not first-apply, first-accepted.*

**Phase III**

For placement into the preschool program, you will need to respond to the email by the date provided, accepting the placement and school assigned for your child. If you accept the placement, we will send you an acceptance letter by email and notify the school that you will be making an appointment to take all registration documents to your assigned school within a specified time.

 Children will not be formally enrolled in the preschool program until parents and/or guardians have completed the registration process at the assigned school. Children who are not registered within a specified timeframe will forfeit their space in the preschool-assigned class and be put on the waiting list.

\*Please monitor your email and voicemail closely for placement assignment possibilities and further directions.

***Documents needed to be eligible for preschool:***

**Proof of child's birth** *(Your child must be 3 or 4 by September 30 of the school year you are applying to enroll)*Original certified birth certificate, child's passport, or affidavit regarding birth (copies of these documents are not accepted);

**Proof of legal guardianship** *(if applicable)*This is only required if your name is not on the child's birth certificate:

* Court-ordered custody documents
* Custody Registration Form
*(for anyone assigned custody other than the biological parents)*
* Kinship Care Form
*(required if an adult relative is providing care to the child without assigned custody)*

**Parent/Guardian proof of income** (if it is a foster care situation, we do not need income verification)Because income is a primary qualifying factor, proof of income for all individuals contributing to the family is required to determine eligibility. This could include:

* Recent W-2 forms or income tax forms
* Social security/disability income
* 1099s
* Two recent paycheck stubs
* SNAP/TANF/WIC benefit information
* Self-employed tax information

**Note:** All income sources must be reported and verified.

**Proof of Parent/Guardian Norfolk Residency**Mortgage or lease/rental agreement in your name, **OR** an electric, gas, or water bill in your name (Cable and phone bills are not acceptable)

\*If you are living with someone and you do not have a lease/mortgage and utility bill in your name, you must submit the NPS Shared Housing Form

**Individualized Education Program (IEP)**This only applies if your child has been found eligible for an IEP

   