



CHILD'S INFORMATION

Norfolk Public Schools
The cornerstone of a proudly diverse community

2022-2023
Preschool Application

CHILD 1 (NOTE: This application is only for preschool-aged children, age 3 or 4 by Sept. 30, 2022)				
Last Name	First Name	Date of Birth	Male	Female
			<input type="checkbox"/>	<input type="checkbox"/>
Race (select all that apply)	<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American Indian/Alaskan	
<input type="checkbox"/> Pacific Islander/Hawaiian	<input type="checkbox"/> White	<input type="checkbox"/> Other	Hispanic/Latino	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Child Have an IEP?	<i>If yes, please attach a copy. If you have developmental concerns, provide some additional information below.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				
CHILD 2, if applicable (NOTE: This application is only for preschool-aged children, age 3 or 4 by Sept. 30, 2022)				
Last Name	First Name	Date of Birth	Male	Female
			<input type="checkbox"/>	<input type="checkbox"/>
Race (select all that apply)	<input type="checkbox"/> African American	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American Indian/Alaskan	
<input type="checkbox"/> Pacific Islander/Hawaiian	<input type="checkbox"/> White	<input type="checkbox"/> Other	Hispanic/Latino	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Child Have an IEP?	<i>If yes, please attach a copy. If you have developmental concerns, provide some additional information below.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No				

PARENT/GUARDIAN INFORMATION

ADULT 1: Birth Parent or Legal Guardian (must have custody papers)		
Last Name	First Name	Phone Number
Street Address (Attach proof of address)		City/State/Zip Code
Email Address (please print legibly)		
Relationship to Child	Active Military	Employed?
<input type="checkbox"/> Biological Parent	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes (attach pay stubs, W2, LES)
<input type="checkbox"/> Legal Guardian (attach Custody Papers)	<input type="checkbox"/> No	<input type="checkbox"/> No (sign attachment A)
ADULT 2: If applicable (biological parent or step-parent living in the home ONLY). Other adults do not need to be listed.		
Last Name	First Name	Phone Number
Relationship to Child	Active Military	Employed?
<input type="checkbox"/> Biological Parent	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes (attach pay stubs, W2, LES)
<input type="checkbox"/> Step-Parent	<input type="checkbox"/> No	<input type="checkbox"/> No (sign attachment A)

Department of Early Learning/Title I
800 E. City Hall Avenue, Room 709
Norfolk, VA 23510

HOUSEHOLD INFORMATION

Check any of the following that apply to the adult(s) in your household.		
<input type="checkbox"/> Single Parent	<input type="checkbox"/> Did Not Complete High School	<input type="checkbox"/> History of Domestic Abuse
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Parent Incarceration	<input type="checkbox"/> Homeless
<input type="checkbox"/> Parents Were Teenagers at Time of Birth		

Please list other children (18 or under) living in the home		
Name	Age	Current School

Primary Household Language:	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	Other: _____
-----------------------------	----------------------------------	----------------------------------	--------------

SCHOOL INFORMATION

<p>Students accepted into the program are placed at their zone school. <u>Out-of-Zone Requests are not accepted until after the school year begins and are based on space available.</u> Norfolk Public Schools operates three city-wide programs at Berkley Campostella Early Childhood Center and Willoughby Early Childhood Center. If interested in these programs, please indicate below. Checking the box(es) does not guarantee acceptance. Transportation may not be provided.</p>	
<input type="checkbox"/> Berkley Campostella Early Childhood Center	<input type="checkbox"/>
<input type="checkbox"/> Willoughby Early Childhood Center	
<input type="checkbox"/> Easton Preschool Center	
<p>Our program works collaboratively with the Head Start program. If you are interested in having your information shared with them for possible placement in their program, please check the box.</p>	

The submission of this form to the Office of Early Learning/Title I indicates your desire for your child to be considered for enrollment in one of Norfolk Public Schools' preschool programs. By checking the Head Start box above, you authorize Norfolk Public Schools and Head Start/Office of Human Affairs to share the above information as part of the eligibility determination process.

Your signature also indicates that the information provided is accurate to the best of your knowledge. **Applications received without the proper supporting documents will not be processed.** Acceptance into preschool is NOT first-come, first-serve; rather, it is determined by program eligibility requirements.

Parent Signature/Date _____

Email completed application and documents by scanning or screenshot to:
preschool@npsk12.com

Did you include the supporting documents required for your application?



- Copy of Birth Certificate
- Proof of Address (Lease, Mortgage, Utility Bill, or Attachment B)
- Copy of most recent Pay Stub, W2, LES, or Attachment A or C
- Copy of custody papers, if applicable

Department of Early Learning/Title I
800 E. City Hall Avenue, Room 709
Norfolk, VA 23510

ATTACHMENT A: Unemployment/Stay-at-Home Parent Verification Form

This document is to be completed ONLY if Adult 1 and/or Adult 2 are not employed.

Adult Name

Address

Phone Number

Child's Name

Employment Status

- ☐ Currently Unemployed
 - ☐ Receive Unemployment Check
 - ☐ Receive SSI/Disability
 - ☐ Receive TANF
 - ☐ Receive Child Support
- ☐ Stay-at-Home Parent

** Please attach a copy of all above-checked documents as part of the application.*

I certify that the above information is accurate. Inaccurate information can void my child's application and/or placement in the Norfolk Public Schools' preschool program. I have included all required documents so that proof of income can be considered complete and part of the application record. I understand that failure to attach the requested documents will result in this application NOT being processed.

Signature

Date

ATTACHMENT B: Leaseholder/Homeowner Affidavit

This document to be completed ONLY if Adult 1 and/or Adult 2 are living with friends/family and do NOT have any other proof of address.

I hereby affirm or swear that the adult(s) listed below, and their children live in my residence at the following address*:

**Notary: Please be sure to verify the address with a lease, mortgage, deed, or utility bill (gas, water, electric, trash).*

Street Address

City/State/Zip Code

Documentation Provided:

- ☐ Lease/Mortgage/Deed
- ☐ Utility Bill
- ☐ Receipt from Hotel
- ☐ Shelter Documentation

Name of Parent/Guardian of Child on Application: _____

Name of Children Living at the Above Address: _____

I understand that the enrollment of the student(s) named above is based on my statement and that if this statement is false, my child may be withdrawn from the program. I also agree to notify the school principal of any change in the residency of the above-named students within three days of such change.

Printed Name of Leaseholder/Homeowner

Phone Number

Signature

Date

NOTARY ONLY:

Notary: Please ensure that the Homeowner/Leaseholder provided a copy of the current mortgage/lease or a utility bill (electric, water, sewer, gas ONLY) as proof of residence.

Subscribed and sworn before me this _____ day of _____, 20_____.

State: _____ County: _____. My commission expires on _____.

Witness my hand in official seal:

Notary Public

Department of Early Learning/Title I
800 E. City Hall Avenue, Room 709
Norfolk, VA 23510

ATTACHMENT C: Employment Verification

This document to be completed ONLY if you are employed but do NOT have a paystub or other proof of income.

Part I: Employee

Name

Phone Number

Home Address

Child's Name (on application)

Part I: Employer

** To be completed ONLY if the employee does not receive paystubs*

The above-named person receives payment from me for (describe work):

The person above is paid:

☐ **Weekly**

Average Weekly Pay:

☐ **Monthly**

Average Monthly Pay:

☐ **Every Two Weeks**

Average Bi-Weekly Amount:

☐ **Per Job**

Rate of Pay per Job:

Average Number of Jobs/Month:

☐ **Other**

**Please describe and include the rate of pay.*

Employer's Name

Company Name, if applicable

Phone Number

Address

Signature

Date

