



Norfolk Public Schools
The cornerstone of a proudly diverse community

**Preschool matters
because it is the
foundation of your
child's education!**



**Enroll
NOW!**

**Will your child be 3 or 4 by
September 30, 2020 ?**

Enroll NOW!

**Does your child live in
the City of Norfolk?**

Enroll NOW!

**Download an application here
www.npsk12.com/Page/11226**

or

**pick up one from a school
food distribution site**

**E-mail completed application and
supporting documents, or a picture of
the materials, to preschool@npsk12.com
(due to the current health crisis, we
cannot accept applications in person).**



@NPSchools



@NorfolkPublicSchools

#PreschoolMatters

Submitting Your Child's 2020-2021 Preschool Application

Due to the change in operating hours and procedures for schools and the Central Administration building during this unprecedented time, we have modified the process for submitting the preschool applications. Please see the options/steps below:

Preferred method of submission: **EMAIL**

To ensure that we receive your application and supporting documents in a timely fashion, we highly recommend that you email the application and documents to preschool@npsk12.com. Since our staff is working remotely, email will allow us to continue the process as seamlessly as possible.

- The application on our website is a fillable form and can be completed from any device.
- If you do not have access to a computer, laptop, tablet, or cell phone, you can pick up an application at one of the 12 school food distribution sites, Monday through Friday, between 11 a.m. and 1 p.m.
- If you have access to a computer, laptop, tablet, or cell phone, but do not have access to a printer, you can take a screenshot of the application that you completed and pictures of all of your supporting documents. Attach these documents to the email you send and this will be acceptable for us to process.
- Once you send the application, you will receive an automatic reply confirming receipt on our end.
- We will contact you if we have any questions or need additional information

Alternate method of submission: **UNITED STATES POSTAL SERVICE**

This method of delivery is an option, however, we are unable to send confirmation to you that your application has been received. Additionally, processing the application itself will be delayed as we are working remotely and will only be retrieving mail weekly from the central Administration Building.

If you choose this option, please mail your completed application and **copies** of the supporting documents to

800 E. City Hall Ave, Suite 709
Norfolk, VA 23510

FAQs:

1. **What if I have a question?** Please send us an email to preschool@npsk12.com. We check this email several times daily and will respond back to you within 24-48 hours. Although we are also checking voicemail if you choose to call our office, this process is much slower and email is preferred at this time.
2. **When will I find out if my child has been accepted?** We hope to begin sending out the first round of status letters sometime in June. Please monitor our website at <https://www.npsk12.com/pre-k> for any updates to our procedures.
3. **If my child is accepted into the program, what will he/she need before the first day of school?** New students must have updated immunizations and a physical from the last 12 months of school starting. To be proactive, please schedule an appointment with your child's pediatrician so you are prepared to provide the documents to the school if your child is accepted.
4. **Can I drop off my child's completed application to the school or a "Grab-N-Go" site?** No. Please use one of the above options to ensure that your child's application is received.

2020-2021 Preschool Application



Norfolk Public Schools
The cornerstone of a proudly diverse community

CHILD'S INFORMATION

CHILD 1 (NOTE: this application is only for preschool-aged children, age 3 or 4 by Sept. 30, 2020)				
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 and 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, 2020)				
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 and provide some additional information below.</i>				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

ADULT 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
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)

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. <i>Out-of-Zone Requests are not accepted until after the school year begins and are based on space available.</i> Norfolk Public Schools operates two 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.</p>	
<input type="checkbox"/> Berkley Campostella Early Childhood Center	
<input type="checkbox"/> Willoughby Early Childhood 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>	<input type="checkbox"/>

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 Headstart 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 _____

Mail completed applications and documents to:
 800 E. City Hall Ave., Suite 709, Norfolk, VA 23510
 or email 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

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

This document 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

Name of Parent/Guardian of Child on Application: _____

Name of Children Living at the Above Address: _____

I understand that enrollment of the students 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

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 rate of pay.*

Employer's Name

Company Name, if applicable

Phone Number

Address

Signature

Date