



**Manchester Preschool Center
Manchester Head Start**
60 Washington Street
Manchester, CT. 06042



Tel: 860-647-3502
Fax: 860- 647-5046

Fall Registration 2014-2015

The Manchester Head Start program is now accepting applications for children born in 2010 and **January, February and March of 2011.** All applications will be reviewed, and families will be notified of acceptance by June 2014. **All required documents must be received in order to be considered for the Head Start program.**

Steps to follow for registration:

1. All registration must be done online.
2. Go to www.publicschools.manchester.ct.gov; select the "Registration" tab; scroll down to "Application to Register".
3. You must complete all required fields in order to submit your application.
4. After submitting your application, choose one of the dates listed below to provide the following information: **Child's birth certificate, proof of residency, proof of income, and an updated physical.** Please see the attached checklist regarding proof of residency and proof of income.

| Dates: | Time: | Location: |
|---------------------------|--------------------------------|---|
| Tuesday, April 22, 2014 | 8:45 a.m. to 2:30 p.m. | Manchester Preschool Center 60 Washington Street Manchester, CT 06042 |
| Wednesday, April 23, 2014 | 12:45 p.m. to 2:30 p.m. | Manchester Preschool Center 60 Washington Street Manchester, CT 06042 |
| Thursday, April 24, 2014 | 8:45 a.m. to 2:30 p.m. | Manchester Preschool Center 60 Washington Street Manchester, CT 06042 |
| Tuesday, April 29, 2013 | 8:00 a.m. to 2:30 p.m. | Manchester, CT 06042 60 Washington Street Manchester, CT 06042 |

Any questions, please call 860-647-5004 or 860-647-3502



ITEMS TO BRING FOR HEAD START REGISTRATION

Birth Certificate (long form only)

Physical Form

Proof of income, any of these items:

- a. (2) Pay stubs if get paid bi-weekly
- b. (4) Pay stubs if you get paid weekly
- c. 1040 Tax return from or W-2 Tax return
- d. If you are a foster parent or receive SSI, we need a copy of your monthly statement
- e. If you are receiving TANF, we need a budget sheet
- f. Child Support documentation

Proof of Residency Chart: Families must provide at least one document from column 1, column 2 and column 3 with their name(s) on it.

| Column 1 <i><u>Need one from this column</u></i> | Column 2 <i><u>Need one from this column</u></i> | Column 3 <i><u>Need one from this column</u></i> | Column 4 Supplemental proof when residency is in question, lack of information or unclear) |
|---|--|--|---|
| <input type="checkbox"/> Deed to home <input type="checkbox"/> Escrow papers or signed mortgage commitment <input type="checkbox"/> Valid mortgage statement <input type="checkbox"/> Rent receipt for latest month with landlord's name, address and telephone number <input type="checkbox"/> Dated rental/lease agreement showing student(s) and parent(s) name with landlords contact information | <input type="checkbox"/> Most recent landline phone <input type="checkbox"/> Most recent gas or electric bill/statement <input type="checkbox"/> Most recent water or sewage bill <input type="checkbox"/> Deposit receipt from gas, electric or landline phone service start-up. <input type="checkbox"/> Letter from state/government agency such as HUD, DCF etc. verifying address. Letter must include the agency's contact information for verification. <input type="checkbox"/> Most recent heating oil delivery or receipt with resident's name and address. | <input type="checkbox"/> Active bank statement or bank account check with name and address imprinted <input type="checkbox"/> valid car registration or car insurance card with Manchester address <input type="checkbox"/> major moving company receipt for moving household goods <input type="checkbox"/> Receipt for local firm showing delivery of newly purchased appliance or furniture <input type="checkbox"/> Most current pay stub verifying address <input type="checkbox"/> Most recent cable/digital television bill * Note: shut off notices or expired information will not be accepted. | <input type="checkbox"/> School Request for Residency Confirmation Form (submitted by school personal to District Residency Office for review, approval and/or home visit) <input type="checkbox"/> Parent/guardian(s) that cannot provide the required residency information should contact the District Residency Office to set up an appointment. *Note: supplement information or proof may be request by District Residency Office at anytime is residency is unclear. <div align="right" data-bbox="1274 1480 1409 1612"> </div> |

Updated on 1-16-14