



# Early Learning Program

## Preschool Application

Application for Child #1

Name of child \_\_\_\_\_ Birthdate/Due Date \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home address, if different \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer/ School \_\_\_\_\_ Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home address, if different \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ E-mail \_\_\_\_\_

Employer/ School \_\_\_\_\_ Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Marital Status:  Single  Married  Separated  Divorced  Domestic Partner  Other: \_\_\_\_\_

### REQUESTED SCHEDULE

Ideal Start Date (We cannot guarantee this date): \_\_\_\_\_

FULL TIME (8am-6pm)  PART TIME (8am-6pm) Please circle desired days: M T W TH F (3 day min)

PART DAY (8am-2pm | part-year) \*child must be 3 by September

PAYMENT  PRIVATE PAY

Pre-K Counts (8am-2pm/part-year)

CCIS

Pre-K Counts (8am-6pm/part-year)\*

OTHER \_\_\_\_\_

Pre-K Counts (8am-6pm/full-year)\*

### \*Additional fees apply.

ADDITIONAL INFORMATION: My child is receiving early intervention services or has an IEP: Yes \_\_\_\_\_ No \_\_\_\_\_

My family's home language is: \_\_\_\_\_ A translator would be helpful: Yes \_\_\_ No \_\_\_

Race/Ethnicity: \_\_\_\_\_ Referral Source: \_\_\_\_\_

I/we have a sibling application on file:  Yes. Name of child: \_\_\_\_\_

No, I/we would like to apply for another child (see pg 2)

**Application for Child #2**

Name of child

Birthdate/Due Date

Gender

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**REQUESTED SCHEDULE**

**Ideal Start Date** (We cannot guarantee this date): \_\_\_\_\_

- FULL TIME (8am-6pm)     PART TIME (8am-6pm) Please circle desired days: M T W TH F (3 day min)  
 PART DAY 8am-2pm (please circle desired days): M T W TH F (3 day minimum) \*must be 3 by September

**PROGRAM**     Infant (6 weeks – 24 months)     Toddler (24 months – 3 years)     Preschool (3-5 years)

**PAYMENT**     PRIVATE PAY     Pre-K Counts (8am-2pm/part-year)  
 CCIS     Pre-K Counts (8am-6pm/part-year)\*  
 OTHER \_\_\_\_\_     Pre-K Counts (8am-6pm/full-year)\*

**\*Additional fees apply.**

**ADDITIONAL INFORMATION:** My child is receiving early intervention services or has an IEP: Yes \_\_\_\_\_ No \_\_\_\_\_

My family's home language is: \_\_\_\_\_ A translator would be helpful: Yes \_\_\_ No \_\_\_

Race/Ethnicity: \_\_\_\_\_ Referral Source: \_\_\_\_\_

I/we have a sibling application on file:  Yes. Name of child: \_\_\_\_\_

No, I/we would like to apply for another child (see pg 2)

**See pages 3-7 for more information on auxiliary funding and how to apply.**

An application fee of \$35 is required for *each* child in order to be placed on our waitlist. When offered enrollment, families must place a tuition deposit to guarantee a space. The tuition deposit is \$750 for full-day schedule and \$350 for half-day. Families with more than one child enrolled at PIC pay the full deposit for their youngest child and 1/2 of the usual deposit for each additional child enrolled in the Center. If your plans change and you notify us in writing **at least 60 days** before the indicated enrollment date, we will change the date of enrollment or refund your tuition deposit. The tuition deposit is held in an escrow account while your family is attending PIC and is fully refundable when your family leaves the Center. There is no application fee for Pre-K Counts applicants. *This application is for our Early Learning program only. Summer Camp and After School Center applications are available separately.*

Please make checks payable to: The Parent-Infant Center  
Mail to: 4205 Spruce Street, Philadelphia, PA 19104 ATTN: Enrollment Coordinator – Grace Piana

I have enclosed a \$35 application fee per child. I understand that this application fee is non-refundable and secures a spot on the wait list, but it does not guarantee my child a space at the Parent-Infant Center.

Signature:

Date:

## Auxiliary Funding at the Parent Infant Center

PIC is committed to supporting diversity. We support families of many socio-economic statuses through participation in a variety of PIC, local, state, and federal programs. Participation in these programs depends primarily on family income eligibility.

- **CCIS:** The state and federal governments have made funding available to assist qualifying parents in meeting their child care expenses. In Philadelphia, subsidized child care is available for working families through Child Care Information Services. Single parents, married couples, and un-married parents living together can all be eligible for subsidized child care. In order to qualify, all parents living in the household must:
  - Work at least 20 hours per week or work at least 10 hours per week and go to school/training at least 10 hours per week.
  - Receive income within certain guidelines (see below)
  - Live in Philadelphia
  - If you are a teen parent under the age of 22 attending school/GED program or a parent who has received TANF benefits within the last 90 days, please contact your local CCIS.

***We encourage all eligible families to apply for CCIS funding. CCIS funding may be combined with Pre-K Counts. This application is separate from the PIC application and must be submitted to your local CCIS office.*** For more information on CCIS:

<http://www.dhs.pa.gov/citizens/childcareearlylearning/childcareworkssubsidizedchildcareprogram>

- **Pre-K Counts:** a free, state-funded, part-day academic-year preschool program open to income-eligible, Philadelphia-resident families with children ages 3-5 years old. Please see enclosed application for more information. Please include proof of income, copy of child's birth certificate and proof of address to complete your application. The child must be 3-years of age by September to qualify.
- **PIC Tuition Assistance:** Any family enrolling at The Parent-Infant Center is welcome to apply for financial assistance. Few awards are for more than \$1,500 and priority is given to families whose income does not exceed 300 percent of the federal poverty level. The application deadline is May 1 for the fiscal year starting July 1. Applications must be accompanied by a current tax return to verify income. Families are notified about scholarship awards by June 1. Families who have received assistance in the past, may re-apply each year, but must complete a new application form and submit current tax information. We understand that individual circumstances change in the course of any year; requests are accepted throughout the year from families in need.

<b>Family Size</b>	<b>300% Poverty Guideline</b> Maximum income for Pre-K Counts Eligibility (2019)	<b>200% Poverty Guideline</b> Maximum Income for CCIS Eligibility (2019)
2	\$50,730	\$33,820
3	\$63,990	\$42,660
4	\$77,250	\$51,500
5	\$90,510	\$60,340

Source: <https://www.greatphillyschools.org/s/articles/a0s1N000007OpzJQAS/prek-counts-head-start-bright-futures-registration-process>

**Pre-K Counts Application  
The Parent Infant Center  
2020-2021 School Year**

Child's Name: \_\_\_\_\_

Child's Age: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (copy of Birth Certificate required)

Pre K Counts participants must be three years old by September 1<sup>st</sup> to be eligible for that academic year.

**Parent/Guardian Information**

Parent/Guardian 1: \_\_\_\_\_

Dob: \_\_\_\_\_

Race: \_\_\_\_\_

Ethnicity:  Hispanic  Non-Hispanic

Employment Status:  Employed  Unemployed  
 Full-time  Part-time

Parent/Guardian 2: \_\_\_\_\_

Dob: \_\_\_\_\_

Race: \_\_\_\_\_

Ethnicity:  Hispanic  Non-Hispanic

Employment Status:  Employed  Unemployed  
 Full-time  Part-time

Philadelphia Resident: Yes No (circle one)

Proof of Residence is required; **only Philadelphia residents are eligible for Pre K Counts at Parent-Infant Center.**

Annual Income: \$ \_\_\_\_\_ (as verified by current year taxes)

Between April 1 and May 1 of the year child is age eligible, please provide proof of income for all incomes in the family.

**Pre-K Counts: The application is incomplete without documentation of income and/or proof of other applicable eligibility categories.** Pre-K Counts applicants must be under 300% of the federal poverty income guideline. (See page 3).

Sources of Income: Any of these will be acceptable

Pay stubs documenting employment	WIC / SNAP
Employer's letter documenting employment	Other income source:
Tax return documenting annual family income	Supplemental Security Income / Disability
TANF status (categorically eligible)	Foster Child

Family Size: \_\_\_\_\_

Number of family members in household: \_\_\_\_\_

Please list everyone who lives in your household, how they are related to the child for whom you are applying, and whether or not they are financially dependent on you.

Name	Relation to the child	Is this individual financially dependent on you?

<p>The mission of Pre-K Counts at PIC is to provide high-quality education and care to children ages 3 to 5 years old. The <b>primary</b> determination of eligibility is income and age. Once Income/Age Eligibility has been established, we consider several factors. The answers to the following questions help us to assess the need of each family, and this is one part of making decisions about enrollment. <b>All questions are optional.</b></p>	Points
<p><b>Special Needs</b> (10 points for IEP or IFSP):</p> <p>Does your child have an IEP or IFSP? Please describe:</p> <p>Is your child receiving or been referred for mental health treatment or behavioral support? Please describe:</p>	
<p><b>Family meets 200% of the poverty guideline</b> (5 points) (+ 10 points if receiving CCIS)</p>	
<p><b>Is this child adopted or in your foster care?</b> ____yes (10 points for yes) ____no</p>	
<p><b>Other Criteria: check all that apply</b> (10 points each):</p> <p>____ A parent of this child currently incarcerated</p> <p>____ Parent(s) under 18 years of age when the child was born</p> <p>____ Family is currently homeless (including living temporarily with others due to loss of housing or economic hardship)</p> <p><b>Parental Education Level – please indicate highest level completed</b> (10 points if less than college degree):</p> <p>Years of education or degrees achieved for Parent/Guardian 1: _____</p> <p>Years of education or degrees achieved for Parent/Guardian 2: _____</p>	
<p><b>Home Language</b> (10 points if no English spoken at home):</p>	
<p><b>Sibling enrolled currently or previously at PIC:</b> ____yes (5 points for yes) ____no</p> <p>*This does not guarantee your child will be enrolled.</p> <p>Name(s) of sibling(s):</p>	
<p><b>Extended separation from family</b> (10 points):</p> <p>Has your child been separated from his or her primary caregiver(s) for longer than 6 months? For example, has your child spent time in another country or far away in the US, apart from you? <b>If so, when and for how long?</b></p> <p>_____</p>	

Is there anything else that would be helpful for us to know (medical condition, loss or trauma in child’s life, recent experiences of housing insecurity, etc.)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ (initial) I/ We understand that Pre-K Counts is a pre-kindergarten program that operates on the School District of Philadelphia academic schedule, and that extended care and summer care are available as a separate fee.

We encourage all eligible families to apply for CCIS in addition to the Pre-K Counts. This funding can be used to cover extended hours (2 pm- 6 pm) or care during the summer months is needed. **Because space is limited in the part-day classrooms, priority enrollment will be given to families who are applying for full-day programming and currently receive CCIS.**

\_\_\_\_ I currently receive CCIS funding.

\_\_\_\_ I am interested and will be applying for CCIS funding.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For administrative use only:*

Initials of Staff Verifying Income:	Verified Gross Family Income:	Proof of Income	
Signature of Staff Verifying Income:	Total Eligibility Points:	Copy of Birth Certificate	
Date Application Received:	Date of Pre-K Confirmation:	Proof of Address	

## The Parent-Infant Center 2020-2021 Tuition Assistance Application

Any family enrolling at The Parent-Infant Center is welcome to apply for scholarship assistance. Priority is given to families whose income is between 235-to-300 percent of the federal poverty level. Special consideration is also given to families needing temporary assistance because of a short-term family situation. Applications for assistance are not reviewed until a family has confirmed enrollment by paying the full tuition deposit and providing a current household tax return.

Child's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Enrollment plan for July 1, 2020 – June 30, 2021

Child Care Programs	Days per week (circle)	School Age Programs	(Please circle)
Full Day (8am-6pm)	5 4 3	After School (number of days)	5 4 3
Part-Day Preschool (8am-2pm)	5 4 3	Number of Summer Camp Weeks	1 2 3 4 5 6 7 8 9 10
PreK Counts Plus (extended-day)	5 day option only		

Number of people in your household: adults \_\_\_\_ children \_\_\_\_

How much do you feel you can afford PER MONTH in the Child Care Program? \_\_\_\_\_

How much do you feel you can afford PER MONTH for the After School Program? \_\_\_\_\_

How much do you feel you can afford PER WEEK for Summer Camp? \_\_\_\_\_

Please describe family circumstances that affect your ability to pay for child care that we should consider in your request for a scholarship. (Use other side if needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PIC is able to offer scholarship assistance to families because of energetic fundraising events and our Parent Participation Program (PPP). We count on *all* of our families to help with these events. Are you willing to commit your family to helping raise at least \$200 during the next year? \_\_\_\_

This can be done by volunteering to help organize events, contributing goods or services, or bringing friends to ArtStart

Is your current tuition account paid in full? \_\_\_\_

If your account is in arrears, your scholarship application will depend on making a written payment plan and demonstrating a commitment to regularly scheduled payments to bring your tuition and PPP accounts to zero balance by June 10.

You **MUST** attach a copy of your household's tax return for this year. **Spring requests for the next fiscal year are due by May 31. Families will be notified by June 15.** At other times of the year, scholarship requests should be submitted as soon as possible. Return all applications to the PIC Executive Director

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_