

2025-2026 PA Pre-K Counts Enrollment Paper Packet



Registration for Pre-K

Pre-K Student Name: _____ D.O.B. _____ Age: _____
(Please print)

Parent(s) Name: _____

Parent Address: _____ Zip _____

School for Pre-K: _____

Completed Packet received by: _____ Date _____ Time: _____
(Initials)

IN ADDITION TO THE COMPLETED SCHOOL DISTRICT REGISTRATION FORMS, THE FOLLOWING DOCUMENTS ARE REQUIRED FOR REGISTRATION:

1. PROOF OF CHILD'S AGE (acceptable documentation includes):

- a. Original or copy of Birth Certificate
- b. Original or copy of Baptismal certificate (showing date of birth)
- c. Valid Passport
- d. Green Card

2. IMMUNIZATIONS REQUIRED BY LAW (acceptable documentation includes):

- a. The child's original immunization record
- b. Immunization record from former school district or medical office

Additional Health Requirement for PreK: Physical and Dental Exams

3. PARENT'S PHOTO IDENTIFICATION (acceptable documentation includes):

- a. Valid Driver's License
- b. Penn-DOT Identification Card
- c. Valid Passport
- d. Permanent Resident Card (Green Card)

4. PROOF OF RESIDENCY – TWO REQUIRED (acceptable documentation includes):

- a. A dated deed, lease, sales agreement, mortgage information
- b. Recent utility bill, credit card bill, property tax bill
- c. Recently dated vehicle registration or vehicle insurance card
- d. If residing with a district property owner/resident, the district property owner/resident must be present, prove their residency as stated above and sign a notarized "Multiple Occupancy Form." **BOTH PARTIES MUST HAVE A VALID DRIVER'S LICENSE OR STATE ISSUED PHOTO ID TO FILL OUT A MULTIPLE OCCUPANCY FORM TO BE NOTARIZED IN OUR OFFICE. MULTIPLE OCCUPANCY FORM CANNOT BE COMPLETED IF EITHER PARTY HAS AN EXPIRED ID**

5. COMPLETED PRE-K COUNTS ENROLLEE APPLICATION/INFORMATION PACKET

Please bring the following documents with you:

Proof of income for ALL wage-earners in household (Acceptable documentation includes)

- Payroll documentation for two consecutive pay periods or
- One monthly statement of income or
- One W2 or income tax statement

2025-26 PA Pre-K Counts Enrollment Form

(This information is confidential to the PA Pre-K Counts program)

Enrollment in the EPS PRE-K Program is dependent on family eligibility and risk factors. It is not determined by date of packet submission. Families will be notified in writing if they are Head Start eligible after they apply. Families will be notified of acceptance into the EPS PRE-K program in writing by August 1st.

Date Form Completed: ____ / ____ / ____
MM DD YY

| | | |
|-------------------------|--------------------------|----------------|
| Legal Last Name (Child) | Legal First Name (Child) | Middle Initial |
|-------------------------|--------------------------|----------------|

| | | | |
|------------------------------|-------------|---------------|--|
| Street Address | | County | |
| City | State PA | Zip Code | |
| School District of Residence | | | |
| Home Phone | Work Phone | Email Address | |

| | | |
|-----------------------|--|---|
| Child's Date of Birth | Age at start of program year <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |
|-----------------------|--|---|

| | |
|--|--|
| Race (optional) | |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> Other |
| <input type="checkbox"/> Not Applicable | |
| Ethnicity (optional) | Primary Language |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> English |
| <input type="checkbox"/> Non-Hispanic | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Other _____ (please specify) |

| | |
|--|---|
| Name of Parent or Guardian completing this application | Gender <input type="checkbox"/> Male <input type="checkbox"/> Female |
|--|---|

| | |
|--|--|
| Relationship to Child | (Select) |
| <input type="checkbox"/> Father | <input type="checkbox"/> Biological |
| <input type="checkbox"/> Mother | <input type="checkbox"/> Foster |
| <input type="checkbox"/> Guardian | <input type="checkbox"/> Adoptive |
| <input type="checkbox"/> Other _____ (please specify) | <input type="checkbox"/> Other _____ (please specify) |

| | |
|---|---|
| Role | |
| <input type="checkbox"/> Primary Guardian | <input type="checkbox"/> Legal Guardian |
| <input type="checkbox"/> Secondary Guardian | <input type="checkbox"/> Other |

(please specify)

List Household Members below for determination of family size (required):

| | <i>Relationship to Child</i> | <i>Age</i> |
|----------|------------------------------|------------|
| 1 | ENROLLING CHILD | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Per PKC Statute, Regulations, and Guidance, the following members of the household are included in family size:

- Parent of the child (biological or adoptive mother or father, stepmother or stepfather, caretaker or spouse)
- A biological, adoptive, unrelated or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated.
- A child who is 18 years of age or older but under 22 years of age who is enrolled in high school, a general educational development program, or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent on the income of the parent or caretaker or spouse of the parent or caretaker.
- Others supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program. ***If counted toward family size, any applicable income of these persons must also be counted for eligibility purposes.***

Note: A family size value of one (1) with an income of \$0 is entered when a foster child is applying for Pennsylvania Pre-K Counts.

DETERMINED FAMILY SIZE =

Employment Status of parent/guardian

- ☐ Employed Full-Time
☐ Employed Part-Time
☐ Unemployed
☐ Other _____

Employment Status of 2nd parent/guardian (if applicable)

- ☐ Employed Full-Time
☐ Employed Part-Time
☐ Unemployed
☐ Other _____

Household Income Sources (Must check all that apply):

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> Employment | <input type="checkbox"/> Self-Employment | <input type="checkbox"/> Unemployment Compensation | <input type="checkbox"/> Worker's Compensation | <input type="checkbox"/> TANF Cash payments |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> SSI | <input type="checkbox"/> Child Support | <input type="checkbox"/> Alimony | <input type="checkbox"/> Other |

Other Child Eligibility Risk Factor Criterion (Must check all that apply): **Students with more risk factors will be prioritized for enrollment.**

| | Risk Factor | Definition |
|--------------------------|---|---|
| <input type="checkbox"/> | Preschooler with an Individualized Education Program (IEP)- | Defined as a child who is currently enrolled in the Early Intervention program with an active IEP. Verification includes a copy of the IEP or other source of documentation from the parent or the Early Intervention agency. |
| <input type="checkbox"/> | Migratory (Non-Immigrant) Seasonal Student | Defined as a child who has moved from one school district to another to accompany or join a parent or guardian who is a migratory agriculture worker or fisher within the preceding 36 months, in order to obtain temporary or seasonal employment in qualifying agricultural or fishing work, including agri-related businesses such as meat or vegetable processing, or work in nurseries such as Christmas and evergreen tree farming. |
| <input type="checkbox"/> | English Language Learner | Defined as a child whose first language is not English and who is in the process of learning English. Ask these two questions, as established by the Pennsylvania Department of Education, to determine if a child qualifies as an English language learner: 1) What is/was the child's first language? 2) Does the child speak a language other than English? (Do not include languages learned in school). |
| <input type="checkbox"/> | Homeless | If any of the situations below apply a family is eligible under McKinney-Vento. Additional guidance is available from the National Center for Homeless Education . <ul style="list-style-type: none"> - If the family is staying with others, was this a result of a loss of housing, economic hardship, or other similar reason? - Is the family living in a shelter? (Includes youth, emergency, transitional living, domestic violence, etc.) - Is the family living in a motel, hotel, or campground? - Is the family staying in a public or private place not ordinarily used as a regular sleeping accommodation for human beings? - Is the family living in cars, parks, public places, abandoned buildings, transportation stations, or similar settings? - Is the family living in substandard (limited or no utilities, unsafe conditions, etc.) housing? - Has the child been abandoned, in a hospital, or awaiting foster care placement? |
| <input type="checkbox"/> | Child in or Part of Family in Child Welfare System | Defined as a child who is a foster child, a kinship care child, or receiving Children and Youth Services. |
| <input type="checkbox"/> | Child's Family or Living Structure | Defined as a child with a single parent, divorced parents, or with relatives as guardians. |
| <input type="checkbox"/> | Child Receiving Behavioral Supports | Defined as a child who is referred to Pennsylvania Pre-K Counts from an appropriately credentialed health or mental health provider (not employed by the Pennsylvania Pre-K Counts program) or a child who is receiving mental health treatment. Additional verification beyond the interview is required. |
| <input type="checkbox"/> | Teen Parent | Defined as a mother or father who was under the age of 18 when the child was born. |
| <input type="checkbox"/> | Incarcerated Parent | Defined as a child for whom one or both of the child's parents are currently incarcerated. |

| | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Education Level of Guardian | Defined as when the parent or legal guardian of the child does not have a high school diploma, high school equivalency, or postsecondary degree. |
| <input type="checkbox"/> | Eligible for or Receives the Following Public Assistance: TANF, SSI, SNAP | This risk factor was added in 2024. Defined as a family who can produce documentation of eligibility for or receipt of TANF, SSI, or SNAP. (Categorically eligible for Head Start, please refer to HS program if available.) |
| <input type="checkbox"/> | Child Enrolled in Infant Toddler Contracted Slots Program (ITCSP) | Defined as a child enrolled in ITCSP and eligible to transition into PA PKC. |
| <input type="checkbox"/> | Child Lives in Geographic Area of High Poverty | Providers wishing to prioritize specific geographic regions with higher rates of poverty may do so. This might include specific zip codes, school districts, or other factors. |
| <input type="checkbox"/> | Concerns Regarding Child's Physical Development or Existing Medical Condition (Currently Not Receiving EI Services) | If a family concern is shared that is not covered by any of the other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI. |
| <input type="checkbox"/> | Concerns Regarding Child's Speech or Language Development (Currently Not Receiving EI Services) | If a family concern is shared that is not covered by any other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI. |
| <input type="checkbox"/> | Concerns Regarding Child's Social, Emotional, or Behavioral Development (Currently Not Receiving EI Services) | If a family concern is shared that is not covered by any other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI. |

The toileting items below will be used to assist with lavatory/toilet-training plans.

| | |
|--------------------------|--|
| <input type="checkbox"/> | Toileting: The child is potty-trained and can use a lavatory independently. |
| <input type="checkbox"/> | Toileting: The child cannot use a lavatory independently and is not toilet-trained, wears pull-ups/diapers. |

Parent/Guardian Consent Form

Child's Name: _____

Parents/Guardian initials are required for each item below to indicate consent/agreement. I agree to allow Erie's Public Schools to (please check (x) or initial next to the items to which you give consent):

_____ Give my contact information to a partner PreK site if my child is on a waitlist. (This may provide an opportunity for your child to attend an agency based PreK program.)

_____ Make files accessible to those parties working with my child and to state officials for licensing purposes.

_____ Photograph/videotape my child for newspaper/TV media for public display.

_____ Refuse to release my child to anyone not listed on the emergency form without confirmed parental permission.

_____ Reserve the right to refuse to release children to any person who appears to be under the influence of any substance, legal or illegal, which appears to impair the judgment of that person. EPS will notify the proper authorities for the protection of the child.

_____ Post my child's allergy and/or medication log for staff use.

If there are any legal documents pertaining to the child, such as custody papers, retraining orders or adoption papers that are necessary for Erie's Public School Staff, please provide a copy for our records.

Please answer the following questions. This will help us to know your child better. Please add any information you feel is relevant to help us develop a more nurturing, educational environment for your child.

Any allergies/medical concerns: _____

Food concerns: _____

My child's favorite activities are: _____

My child seems to be very good at: _____

Is there any other information you would like us to know? _____

Family Assurances

By signing below, I acknowledge and agree to the following:

- ☐ I understand that my child's eligibility for Pennsylvania Pre-K Counts (PA PKC) is subject to the program's two-year participation limit. My child must be at least three years old by the kindergarten cutoff date set by the school district where we live to assure compliance with receiving only two-years of PKC programming.
- ☐ Once my child reaches the age required to enroll in kindergarten in the public school district where we live, I understand they will no longer be eligible for PA PKC funding.
- ☐ I understand that my child's enrollment is contingent upon meeting the eligibility criteria, including income verification and prioritization based on risk factors.
- ☐ I understand that the PA Pre-K Counts (PKC) program is an educational program with attendance requirements. I agree to ensure my child's regular attendance and to notify the program in case of absences. My program's PA Pre-K Counts hours of operation are: 8:00am – 2:30pm
- ☐ I understand that the PKC portion of the day will be secular (non-religious) in nature and will not include religious instruction during the PKC portion of the day. My program's PA Pre-K Counts hours of operation are: 8:00am-2:30pm
- ☐ I understand that once an enrollment start date is confirmed, the child's PA Pre-K Counts enrollment status may be shared with other OCDEL-funded programs, such as the Early Learning Resource Center (ELRC) or Early Intervention, to ensure proper coordination of funding and services.

Parent/Guardian Certification

To the best of my knowledge, the information provided in this application and the associated income documentation is accurate. I understand that I may be asked to verify or give proof of information provided.

I certify that all information provided is accurate. I understand that eligibility is subject to verification and providing false information may result in disqualification.

Parent/Legal Guardian (Signature)

Date

Parent/Legal Guardian Name (Print Name)

Head Start Eligible families (100% of FPL or below)

Some families will qualify for Head Start. After enrollment packets are submitted, the district will send families who are eligible for Head Start letters with information on locations, program details, etc.

- ☐ I have been informed of my child's possible eligibility for Head Start.
- ☐ EPS can share family application/income/contact information with Head Start staff.

My signature below indicates that I have been informed and agree.

Parent/Guardian Name

Date

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

Income Verification

2025 Federal Poverty Level Guidelines Based On Annual Income

| Family Size | 100% (Head Start Eligible) | 300% (Pre-K Counts Eligible) |
|------------------------|--|---|
| 1 | \$15,650 | \$46,950 |
| 2 | \$21,150 | \$63,450 |
| 3 | \$26,650 | \$79,950 |
| 4 | \$32,150 | \$96,450 |
| 5 | \$37,650 | \$112,950 |
| 6 | \$43,150 | \$129,450 |
| 7 | \$48,650 | \$145,950 |
| 8 | \$54,150 | \$162,450 |
| Each Additional | +\$5,500 for each additional family member | +\$16,500 for each additional family member |

Pay Frequency Calculation Guide:

| | |
|--------------|------------------------------------|
| Weekly | Multiply gross weekly income by 52 |
| Bi-Weekly | Multiply gross income by 26 |
| Semi-Monthly | Multiply gross income by 24 |
| Monthly | Multiply gross income by 12 |

INCOME CALCULATION GRID

| Name | Income Source | Pay Frequency | Gross Amount | Annualized Amount |
|------|---------------|---------------|-----------------------------|-------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| | | | Total Annual Income: | |
| | | | \$ _____ | |

Actual Annual Verified Gross Household (Family) Income: \$ _____

*Attach copies of documents used to verify income prior to enrollment

Family Size (per PKC guidelines): _____

☐ Family income is at or below 300% of federal poverty level relative to family size (required risk factor). Consider all sources of income. Must be verified prior to enrollment.

Dual Enrollment Verification (Complete once eligibility and enrollment is confirmed)

This section helps process the PA PKC Verification Form, which documents a child's enrollment in the PA PKC Program and is submitted to the ELRC. Additionally, it ensures families seeking wraparound services receive referrals to the local ELRC and accurate notification of the PKC enrollment start date.

| | |
|--|--|
| Is this child currently receiving CCW subsidy (at any program)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the family interested in receiving ELRC contact information to determine eligibility for CCW wrap around care (at any program)? Referral for ELRC # _____ Contact email or Phone number shared with family _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has the PA PKC program submitted a Verification Form to/communicated with the appropriate ELRC to confirm PKC enrollment with Child Care Works (CCW) and received confirmation back? Use the PA PKC and CCW dual enrollment contacts list on the PKC portal for this information | <input type="checkbox"/> Yes <input type="checkbox"/> No |