Executive Office on Early Learning (EOEL)

Prekindergarten Program

Application Packet
for School Year 2017-2018

- Application

- Eligibility Requirements and Application Information

- Application Checklist for Parents/Guardians

As space is limited, it is recommended that families submit the completed application and all required documents as soon as possible. Incomplete applications or those with missing documents will be returned and must be re-submitted in their entirety.

For applications received by April 28, 2017: Children applying to their home school (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school. If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school.

Read "Eligibility Requirements and Application Information" to find out about the program's eligibility requirements, application requirements, and acceptance and enrollment process.

Executive Office on Early Learning
Prekindergarten Application
School Year 2017 – 2018

Please submit your application with the following documents to the school:

Birth certificate from State Dept. of Health, passport, or visa.

Previous year's Income Tax Return, Dept. of Human Services proof of <u>current</u> Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI) eligibility, or evidence of foster care.

Proof of residency if the school applying to is your home school.

Self-addressed, stamped envelope for each application.

- ***Age Requirement: Children must be age four on or before July 31 of the current school year.***
  For school year 2017 - 2018, children born August 1, 2012 - July 31, 2013 are eligible.
- *Application to be completed by student's parent/legal guardian and submitted to the school.*

School Applying To

Student's Legal Name	Birth Date	Gender (Circle) Male Female
Residential Address	City	Zip Code
Mailing Address	City	Zip Code

Parent/Legal Guardian 1 Name ☐ Mr. ☐ Mrs. ☐ Ms.	Home Phone	Cell Phone	Business Phone
Residential Address	City		Zip Code
Mailing Address/City/Zip Code	Email		

Parent/Legal Guardian 1 Name ☐ Mr. ☐ Mrs. ☐ Ms.	Home Phone	Cell Phone	Business Phone
Residential Address	City		Zip Code
Mailing Address/City/Zip Code	Email		

Parent/Legal Guardian Signature	Date

Executive Office on Early Learning (EOEL) Prekindergarten Program
School Year 2017-2018
Eligibility Requirements and Application Information

Thank you for your interest in the EOEL Prekindergarten Program. Please read the following information to find out about the program's eligibility requirements, application requirements, and acceptance and enrollment process.

Eligibility Requirements: Is my child eligible for this program?
To be eligible for this program, the following requirements must be met:

1. Children must be age four on or before July 31 of the current school year.
   - For school year 2017-2018, children born August 1, 2012 - July 31, 2013 are eligible.
2. Families earn 250% or less of the federal poverty guideline. Please refer to the chart below.

Family Size	250% Monthly Gross Income	250% Yearly Gross Income
2	3,890	46,675
3	4,892	58,700
4	5,894	70,725
5	6,896	82,750
6	7,898	94,775
7	8,900	106,800
8	9,902	118,825

Application Submission: When can applications be submitted?
Applications and required documents can be submitted from March 1 for the upcoming 2017-2018 school year. Please note that applications must be submitted in their entirety to be considered for eligibility. Incomplete applications will be returned and must be re-submitted in their entirety.

Selection Process: How will students be selected?
Once a child is found to be eligible for the EOEL Prekindergarten Program, selection for the program is determined by the order in which complete packets (applications and all required documents) were received. For complete packets received from March 1 to April 28, priority is given to those applying to their *home schools*. A home school is the school your child would attend based on the geographic location of your residence.

Each prekindergarten class is limited to 20 students. As space is limited, it is recommended that families submit the completed application and required documents as soon as possible.

Submitting Application: Which school will I submit the application and required documents to?
If your child meets the age requirement and your family income meets the established requirements, complete and submit the attached application along with the required documents *to the school you would like your child to attend (see the attached chart).*

A geographic exception is not required for the EOEL Prekindergarten Program. However, priority is given to children who are applying to their *home schools*. These are the children who live within the geographic boundaries of the school. Contact the nearest school to find out whether your family resides in the school's *home school* area.

Completed Application and Required Documents: What do I need to submit to the school?
A completed application includes the documents listed below. Please verify that all documents have been included with your submission. An application will not be accepted without all the required documents. (Please also attach a self-addressed, stamped envelope for each application.)

1. Copy of an age-verifying document
    - Birth certificate from State Dept. of Health, passport, or visa
2. One of the income verification documents listed below
    - Previous year's Income Tax Return
    - Proof of current Temporary Assistance for Needy Families (TANF) from State Dept. of Human Services
    - Supplemental Security Income (SSI) eligibility
    - Evidence of foster care
3. Proof of residency if you are applying to your home school. Please contact the school to find out if you reside in the home school area and what documents are accepted for proof of residency.

Acceptance & Enrollment: How are children accepted into the program?
Acceptance into the program is determined as follows:

1. Age and financial eligibility requirements are met.

2. For applications received by April 28, 2017: Children applying to their *home school* (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school. If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school.

    Schools will send letters of acceptance to parents/guardians. The letters will instruct parents/guardians to enroll their child at the school office. Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.

3. <u>For applications received after April 28, 2017</u>: Available spaces are filled solely based on the order in which completed applications and all required documents were received by the school. In other words, there is no priority given to children applying to home schools. Schools will send letters of acceptance to parents/guardians as applicable. The letters will instruct parents/guardians to enroll their child at the school office. Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.

4. Once spaces are filled, the remaining applicants will be placed on a school managed waitlist in the order they were received. Schools will send letters to parent/guardians notifying them of waitlist status.

	Executive Office on Early Learning (EOEL) Prekindergarten Program DOE Schools School Year 2017 - 2018		
Island	**School**	**Phone**	**Principal**
Hawai'i	Kea'au	982-4210	Ron Jarvis
	Keonepoko	965-2131	Brandon Gallagher
	Mt. View	968-2300	Wilma Roddy
	Na'alehu	939-2413	Darlene Javar
	Pāhala	928-2088	Sharon Beck
	Pāhoa	313-4400	Michelle Payne Arakaki
	Honoka'a	775-8820	Rory Souza
	Ho'okena	328-2710	Nancy Jadallah
	Konawaena	323-4555	Claire Yoshida
Maui	Hana	248-4815	Rick Paul
Moloka'i	Kaunakakai	553-1730	Janice Espiritu
Lāna'i	Lāna'i	565-7900	Elton Kinoshita
O'ahu	Keolu	266-7818	Gay Kong
	Linapuni	305-2150	Cindy Sunahara
	Nānākuli	668-5813	Lisa Ann Higa
	Waiāhole	239-3111	Alexandra Obra
	Waialua	637-8228	Scott Moore
Kaua'i	'Ele'ele	335-2111	Paul Zina
	Kekaha	337-7655	Marilyn Asahi

Application Checklist for Parents/Guardians

_____ Find out how to apply.

Obtain a copy of the Application Packet from any one of the prekindergarten program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for Early Learning).

_____ Find out if you are applying to your home school or not.

Contact the school to find out if you reside in the home school area (within the geographic boundaries of the school). If you do, ask what documents are accepted for proof of residency. Make copy of the document(s).

_____ Make a copy of <u>one</u> of the age verification documents listed below:

- o Birth certificate issued by State Department of Health
- o Passport
- o Visa

_____ Make a copy of <u>one</u> of the income verification documents listed below:

- o Previous year's Income Tax Return of parents/guardians (not W-2s)
- o Proof of <u>current</u> Temporary Assistance for Needy Families (TANF) from Department of Human Services
- o Supplemental Security Income (SSI) eligibility
- o Evidence of foster care

_____ Complete the application.

Obtain a copy from any one of the prekindergarten program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for Early Learning).

_____ Submit a <u>complete packet (which includes a completed application and copies of all required documents)</u>, to your Prekindergarten Program school. Wait for notification by mail regarding your child's eligibility for the program.

Please make sure all requirements are met prior to submitting your packet.
Incomplete packets will be returned and must be re-submitted in their entirety.