



Thank you for your interest in the First Lutheran Preschool program! As part of the Maryland Prekindergarten Program and in collaboration with the Howard County Public School System, please complete the attached HCPSS / First Lutheran Preschool Application and return this along with all required income documentation to **First Lutheran Preschool.**

If you have any questions, please do not hesitate to contact:

First Lutheran Preschool
3604 Chatham Road
Ellicott City, Maryland 21042
410-465-5977
www.firstlutheranpreschoolec.com

Office of Early Childhood Programs
Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
410-313-6836
410-313-5693

Please note, the First Lutheran Preschool program enrolls 4-year-olds. Children must be four on or before September 1, 2024, to be considered for enrollment.

For consideration and enrollment into the Howard County Public School System (HCPSS) Pre-K Program you must first submit a completed application and proof of household income. Household income documentation is **required** by the Maryland State Department of Education (MSDE) and will be used to determine eligibility for the program as well as state reporting. **Families applying for Pre-K must provide income verification. If this is not submitted, your application cannot be considered.**

Families that need language support should contact the Multilingual Family Registration Center at 410-313-1525.

All applications will be processed centrally by the Office of Early Childhood Programs. Please ensure that **ALL** sections of your application are complete and that all required documentation is included with your application submission. Applications that are not complete or missing documents cannot be processed and will be returned. Contact **The Office of Early Childhood** at **410-313-6836** with questions.

Completed applications and income documentation can be submitted one of the following ways:

- **E-Mail to hcpss_pk@hcpss.org (preferred)**
- **Mail to:** Office of Early Childhood Programs
10910 Clarksville Pike
Ellicott City, MD 21042

Daniels Family Child Care & Pre-K program/HCPSS Pre-K Application Guidance & Checklist

Section I – Student Information

- Children must be 3 or 4 years old on or before September 1, 2024, to be considered for Fall 2024 enrollment.

Section II – Parent/Guardian Information

- The parent/legal guardian who completes this application should have an established residence in Howard County. The address recorded on this application is used to determine the Pre-K placement of the child. If the address at the time of registration differs, this may affect your child’s placement.

Section III – Eligibility Criteria

Eligibility for Pre-K is defined by State Law and requires that Pre-K be provided to any child who meets first priority criteria and whose parent/guardian(s) seek enrollment. Families who do not meet first priority criteria will be placed on a waitlist. The waitlist will be evaluated frequently throughout the 2024-25 school year and does not guarantee enrollment. Families will only be contacted when and if they have been accepted from the waitlist.

First Priority Criteria (Tier I)

Students who are either [income eligible](#), homeless or in foster care.

Waitlist Enrollment Consideration

When space allows, as defined by State Law, second priority (Tier II) applicants may be considered for enrollment with priority being given to children from homes in which English is not the primary language spoken. Additional priority criteria may be considered for Tier III children as well.

Section IV - Maryland Home Language Survey

- In accordance with federal and state requirements, the Maryland Home Language Survey is used to determine if a student needs English Language Support Services.

Section V - Household Members & Monthly Income

Household members include anyone who is living with you and shares income and expenses, even if not related. Families applying for Pre-K are **required** to provide income documentation to qualify for placement into the Pre-K program. ***Applications will not be considered without this documentation.***

- You must list **all** people living in the household (**adults and children**), including their date of birth, relationship to the applicant and their total monthly gross (**before deductions**) income. If a household member does not receive any income, please enter a “0”.
- You must provide **one** of the following proofs for **EACH** Household Member receiving income. *Failure to provide proofs will result in your application being returned and delay processing:*
 - Three most recent, consecutive, pay stubs from your employer showing gross wages.
 - **2023** W-2/1040/1099 form(s).
 - Current letter of Verification for: Food Supplemental Program (**SNAP/FSP**), Temporary Cash Assistance (**TCA**) or Temporary Assistance to Needy Families (**TANF**).
 - Social Service Determination Letter (includes WIC eligibility)
 - **Other:** Military Income, Medicaid Child Support/Court Order, Unemployment Verification, Disability Income, Supplemental Security Income (SSI), Social Security Benefits, Documentation of Income Received from the State/Foster Care Agency for a Child in Foster Care or a Notarized Letter from your Employer with the Rate of Pay and Hours Worked.
- If there is **no household income**, you must submit a **notarized letter stating no legal income.**



FIRST LUTHERAN PRESCHOOL PROGRAM APPLICATION

This application is for children who were born between September 2, 2019 and September 1, 2020

FOR OFFICE USE ONLY
Application Received On:
Received By:

PLEASE COMPLETE THE ENTIRE APPLICATION. FAILURE TO COMPLETE ENTIRE FORM WILL RESULT IN DELAY OF APPROVAL

Section I - Student Information

Child's Name: (First) (Middle) (Last) Date of Birth:

Section II - Parent/Guardian Information

Parent/Guardian Name: (First) (Last) E-Mail:

Address: Phone:

Section III - Eligibility Criteria

- 1. Does your family meet the gross household income up to 300% of the Federal Income Eligibility Guidelines (Tier I)? Yes No
2. Does your family meet the gross household income of 301-600% of the Federal Income Eligibility Guidelines (Tier II)? Yes No
3. Does the child lack a fixed, regular, and adequate nighttime residence? Yes No
4. Is the child in formal or informal foster care? Yes No
5. Is the child from a home in which English is not the primary spoken language? Yes No

Section IV - Maryland Home Language Survey

- 1. What language(s) did the child first learn to speak?
2. What language does the child use most often to communicate?
3. What language(s) are spoken in your home?

Section V - Household Members and Monthly Income

Table with 6 columns: Names of all Household Members, Date of Birth, Relationship To Child, Monthly Income Before Deductions Job 1, Monthly Income Before Deductions Job 2, All Other Income. Includes sub-headers for Job 1 and Job 2, and a detailed sub-header for All Other Income.

Please note: Household Members include anyone who is living with you and shares income and expenses, even if not related.

Total Household Members: Total Gross Annual Household Income: \$

APPLICATIONS WITHOUT INCOME VERIFICATION DOCUMENTATION ARE CONSIDERED INCOMPLETE AND CANNOT BE PROCESSED.

By signing, I understand that this information is being given for consideration of placement in the HCPSS Pre-K program. I hereby certify that the above information is true and correct, that all regular income has been reported, and when entering "0," there is no income to report. I understand that if any of the information provided is found to be false, my child may be removed from the program.

Parent/Guardian Signature: Date: