2022-2023 School Year

Dear Parent(s)/Guardian:

Thank you for your interest in our Prekindergarten program. In order to be considered for the Prekindergarten program, your child must be 4 years of age by September 1, 2022. To be age eligible for school year 2022-2023, your child must have a birth date between 9/2/2017 and 9/1/2018. After meeting the age eligibility guidelines, automatic and prioritized criteria will be used to determine eligibility.

**Automatic Eligibility** for Prekindergarten will occur when a child meets the September 1 age eligibility requirement and at least one of the following:

- From an economically disadvantaged background, (i.e., eligible for free or reduced-price meal program as established by the U.S. Department of Agriculture).
- Receives Food Stamps, Temporary Cash Assistance (TCA), or Independence Card and can provide the card along with a letter of eligibility/award notification.
- Identified through the IEP team process and the development of an IEP as requiring special education classroom instruction within a general education setting.
- The child is living in temporary housing or homeless.

Children who do not meet the automatic criteria eligibility will be considered for enrollment based upon availability of space and prioritized criteria. As with automatic eligibility, children must first meet the age of entry guideline. Parents/guardians of students not meeting automatic criteria will be notified between August 11-September 13 about space availability.

**All forms must be completed and are due prior to registration.**

* There are two options for registrations. You can register using the online registration link [https://baltimore.focusschoolsoftware.com/focus/auth/](https://baltimore.focusschoolsoftware.com/focus/auth/) or call 443-809-1714 to make an appointment. Appointments are scheduled between 10:00 am-2:00 pm. The in-person process takes approximately 20 minutes.

**For Online Registration:**

Complete the forms included in this packet and scan to ehier@bcps.org or plindenbaum@bcps.org or faxed them to 443-809-1566.

* Raising the bar, Closing gaps, Preparing for the future
For In-Person Registration:

* Complete the Student Registration Form along with the other documents in this packet.

For both On-Line and In-Person Registrations must include the following:

- **Complete** the Timber Grove Elementary School Registration Form
- **Complete** Prekindergarten Selection Criteria Form.
  - If you provide income figures on Part 8 of this form, please bring documentation to support your entries.
  - If applicable, your Food Stamp, Temporary Cash Assistance (TCA), or Independence Card and award notification/eligibility letter.
- **Complete** the New Student Health History
- **Complete** the Medication Policy
- **Complete** the Dental Form * A dentist’s signature is required.
- **Complete** the Health Inventory Form * along with a copy of your child’s current immunizations. (a doctor’s signature is required)
- **Complete** Maryland State Blood Lead Testing Certificate * (a doctor’s signature may be required)

Items with * can be returned at a later date

**Bring with you the following to be kept in our school files.** (Copies will be made)

* Your child’s Certificate of Birth or any other official document that provides proof of date of birth. This information is required by law to complete the registration.
* **Proof of Residency** that you are residing in our school area. Acceptable “Proof of Residency” is:
  - Home Ownership Documents (Deed, Mortgage Statement or Coupon Book, or Baltimore Co. Property Tax Bill)
* Lease or Rental Agreement for House or Apartment
  - (If you are not the homeowner or the lease holder you will have to complete a Shared Domicile Disclosure Form)
  - (See Registration Requirements enclosed or BCPS Policy & Rule 5150)
* Photo ID of parent registering the student.
* 3 pieces of mail addressed to the parent at the address where the parent is residing. (Mail must be no more than 60 days old and no junk mail is accepted.)
  - See BCPS Policy and rule 5150

**Your child will not be registered until all forms are completed.** Remember, all immunizations must be completed before the school can fully accept the child for instruction in September.

Sincerely,

Scott Audlin

Scott Audlin
Principal