

Eastern Upper Peninsula Early Learning Collaborative Preschool Application Information

COLLABORATIVE PARTNERS

Joint Recruitment and Enrollment procedures are used to service families who reside in Chippewa, Luce and Mackinac counties. The procedures encompass Head Start, Great Start Readiness, child development centers and private preschools in the tri-county area. Those agencies include:

Free or Low Cost Programs for Eligible Children

1. Chippewa-Luce-Mackinac Community Action Agency Head Start and Early Head Start
2. Eastern Upper Peninsula Intermediate School District Great Start Readiness Preschools (GSRP). Sites: Curtis, Detour, Engadine, Mackinac Island, Newberry, Pickford, Rudyard, Sault Ste. Marie, St. Ignace, Whitefish
3. Inter-Tribal Council of Michigan- Bay Mills Head Start, Early Head Start, and Child Development Center
4. Sault Tribe of Chippewa Indians Head Start, Early Head Start, and Child Development Center

Tuition Based Programs

5. Central Child Care Center
6. Immanuel Lutheran- Little Lambs Preschool
7. Superior Start- The School Readiness Center
8. Soo Co-op Preschool
9. St. Mary's Catholic Preschool

PURPOSE

The purpose of the Eastern Upper Peninsula Early Learning Collaborative joint recruitment and enrollment procedures is:

1. To offer a more streamlined process for families when enrolling their child in preschool.
2. To ensure that every eligible family who needs or wants preschool for their child is informed of their options.
3. To ensure that all programs reach capacity if there are children without a preschool.
4. To establish a universal "wait list" so families are enrolled in programs according to mandated priorities.
5. To establish an on-line intake form to allow families and providers easy access.

Program enrollment is determined by family preference, eligibility criteria, available slots, transportation needs, and other identified needs.

REQUIRED INFORMATION FOR ENROLLMENT

If applying to a GSRP or Head Start Program the following information will be required before the application can be processed.

- **Certified Birth Certificate**
- **Income Verification:** This information is confidential and will only be used for enrollment purposes. All the programs operated through GSRP and Head Starts have a variety of income guidelines. Income for the immediate 12 months prior to submission of the previous tax year must be verified. Income verification must include either W-2 forms, tax returns, statements from employers, the last 12 month of child support if receiving and/or verification of any other form of income. If your family receives Supplemental Security Income (SSI) or cash assistance (FIP) from the Department of Human Services, verification must be submitted with the application. If the child is Foster Child verification in the form of court documents or a letter from the child’s case worker must be submitted with the application.
- **Health Information:** Appraisals by physicians, completed health requirements, and updated immunizations are strongly encouraged to be completed prior to enrollment.
- **Other Information:** If you are in a situation where a parent or other person may not have access to your child due to custody or other issues, a current copy of the court order which indicates the restriction is required at the time of enrollment.

The in-take form will be reviewed by the Eastern Upper Peninsula Early Learning Collaborative and sent to the appropriate program. The program will contact the family and assist them in completing the enrollment process for the individual program.

Eastern Upper Peninsula Early Learning Collaborative RELEASE TO SHARE INFORMATION

I, _____, hereby authorize the sharing of information listed on the joint
Parent/Guardian

recruitment and enrollment in-take form regarding _____,
Child’s Name Date of Birth

to be shared with the programs and agencies who are members of the Eastern Upper Peninsula Early Learning Collaborative.

Parent/Guardian Signature

Date