

ICS, INC PRE-SCHOOL RECRUITMENT **PUBLIC SERVICE ANNOUCEMENT**

ICS, Inc., Project Head Start announces its **January – March Annual Recruitment Drive** for pre-school age children for the 2018-2019 school year. To be eligible for participation, a child **must be three or four years old on or before September 1, 2018.** Complete an application in order to give your child the best chance for selection. All age eligible children are encouraged to apply especially those with special needs. If your child already is already on the waiting list, check with your local center and make sure that the information is current and complete. Applications are available and may be picked up at any ICS Head Start Center. Parents may start the application process online at ics-hs.com. When forms are returned, allow time for review by Family Services. Children are selected by highest need, not by first come first served. The earlier you put in your application allows more time for processing. If you need further information you may contact ICS Family Services at our administrative offices at 160 West Valley Avenue in Holly Springs, MS or call (662) 252-1582/1583, ext. 139, 149, 104, 102, 161, 164 or for Golden Triangle parents in Clay, Lowndes, Noxubee and Oktibbeha counties, call the Columbus Office (662)329-4820, ext. 23 or 24.

If your child is currently enrolled in Early Head Start you **must** complete new paperwork for Head Start. Partner programs should be recruiting children especially children never enrolled and new to Head Start who have low family incomes. ICS also operates a small Early Head Start (EHS) program for pregnant women, infants and toddlers. EHS is not located at all ICS centers or counties, and space is very limited. Check at your local center if you are interested in applying for EHS enrollment.

When applying the parent /guardian must present the following items:

- 1. A CERTIFIED BIRTH CERTIFICATE**
- 2. Up-to-Date IMMUNIZATION REPORT #121 from the MS HEALTH DEPT. or your FAMILY PHYSICIAN**
- 3. Copy of the CHILD'S SOCIAL SECURITY CARD - Optional**
- 4. PROOF of the FAMILY'S GROSS YEARLY INCOME either for the LAST TAX YEAR or the PAST 12 MONTHS (tax forms, pay stubs, etc)**
- 5. Copy of the CHILD'S MEDICAID OR CHIP INSURANCE if applicable**
- 6. SOCIAL SECURITY NUMBER for HEAD OF HOUSHOLD – Optional**
- 7. If needed, local area residency proof can be required.**
- 8. If needed, proof of legal guardianship can be required.**

Although low wealth income families may be given preference for selection per requirements, Head Start is a wonderful program for participating children. Toilet training is not required in our centers. Each enrollment year, parents are asked to obtain both a physical and a dental examination for their child, preferably in the summer months, and provide documentation on the examinations.

ICS uses bus routes. Bus transportation may be limited. When completing an application ask the local Center Director for referral and coordination assistance on transportation plans. **ICS does not provide transportation for children who are enrolled in the Early Head Start program.**

ICS is an equal opportunity employment agency. ICS does not discriminate on the basis of race, color, religion, sex, gender, national origin, disability or homelessness. ICS serves Benton, Clay, DeSoto, Grenada, Lafayette, Lowndes, Marshall, Noxubee, Oktibbeha, Panola, Quitman, Tallahatchie, Tate, and Tunica countie