



## **Program Participation Policy**

### **Income Eligibility Criteria:**

Our program is committed to serving families that meet the income eligibility criteria defined by the Federal Poverty Guidelines (FPG). To determine eligibility, families must submit proof of income, including the most recent tax returns, W-2 forms, pay stubs, or other official documents verifying their household income. This process ensures that our services are provided to those most in need and who meet the specific income thresholds outlined in the FPG.

### **Special Eligibility Provisions:**

In our commitment to inclusivity and equitable access to education, our program extends eligibility to certain groups regardless of their family's income status:

1. Students with Disabilities: Our program recognizes the additional challenges faced by students with disabilities and ensures that all students are eligible for participation. We believe in providing equal opportunities for education and support tailored to these students' unique needs.
2. Students Experiencing Homelessness: Our program adopts a barrier-free approach for homeless students. Understanding the instability and challenges faced by these families, we ensure that students experiencing homelessness are eligible for our program to support their educational journey and provide stability in a time of uncertainty.
3. Students from Homes Where English is Not the Primary Spoken Language: We embrace the diversity of our community by ensuring that students from non-English speaking homes are eligible for our program. This policy supports linguistic diversity and helps students from various linguistic backgrounds to succeed academically and integrate smoothly into our educational environment.



## **Documentation and Verification Process:**

All families applying for our program must complete an enrollment application that includes furnishing proof of income or status (such as documentation confirming a disability, homeless status, or evidence of a non-English primary language at home). Our staff is trained to assist families in gathering the necessary documentation and to ensure that the verification process is conducted with sensitivity and respect for privacy.

*This participation policy is designed to uphold our program's values of accessibility, equality, and educational opportunity for all, ensuring that every child has the support and resources they need to succeed.*



## 2024-2025 Pre-Kindergarten Enrollment Application

This program is **Only** for families that are economically disadvantaged or homeless.

Application Date \_\_\_\_\_

Parent Name: \_\_\_\_\_ Mom | Dad | Other (circle one)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Household size \_\_\_\_\_ (# of people in the house ) | Household Income \$ \_\_\_\_\_

For Mom: Email \_\_\_\_\_ Phone \_\_\_\_\_

For Dad: \_\_\_\_\_

Child's Name: \_\_\_\_\_ girl  boy

DOB: \_\_\_\_\_ Age \_\_\_\_\_

Does your child have an IEP or any Special Needs? Yes  No

Supporting documents to include (checkmark to indicate included):

— **Birth Certificate**

— **Copy of a Valid Driver's License/ID** (you are providing a color copy of the license. Themba cannot make copies)

— **Proof of Income: Review carefully all documents submitted.**(any one of the two below will suffice)

- **2023 Tax Returns** (for all eligible members of the household. Only the first pages showing dependents and annual household income)
- **TCA/Cash Assistance**

Should you like to share any other thoughts about your childcare needs, please do so below.


**Thank you for completing this Enrollment Application. This is the first step of the enrollment process. After reviewing the application and your supported documentation, you will be notified to complete an enrollment package if you meet all enrollment conditions. NOTE: Completing this application does NOT indicate acceptance into the program.**

**PLEASE EMAIL THIS FORM WITH SUPPORTING DOCS TO:  
ENROLL.PREK@THEMBACLIC.COM**