



Sheltering Arms

EARLY EDUCATION AND FAMILY CENTERS

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Eligibility FAQs

Frequently asked questions about registering at Sheltering Arms

Q: What is the difference between application and enrollment?

A: Application is determining which program your child is eligible for (PreK, Early Head Start, Preschool Head Start, Child Care/Tuition) and completing the preliminary registration process for that program. It does not guarantee that a space will be available, but secures your child's position on the waiting list for the year. Enrollment takes place once there is an actual space available for your child. It involves completing additional paperwork in preparation for your child to enter one of our locations.

Q: What forms or paperwork do I need to provide to apply for my child?

A: The following documentation is required for application:

1. **Proof of the Child's Age** (birth certificate, confirmation of birth, passport, green/pink card also acceptable)
2. **Social Security Card** (PreK Only)
3. **Proof of Income for a 12-Month Period** (1040 tax return, W-2, Wage Inquiry from the Department of Labor, Letter from Employer, TANF/SSI statement, child support statement, pension statement, school loan statement, unemployment statement, social security statement, etc. **NO CHECKSTUBS will be accepted.**)
4. **Proof of Residency** (lease agreement, mortgage statement, utility bill – power/water/gas)
If any of these documents is not in your name, you must provide a notarized letter from the person you live with AND a lease/utility bill in his/her name.
5. **Proof of Guardianship** (if applicable)
6. **Proof of Insurance** (if child has health insurance)
7. **IFSP/IEP** (Individual Family Service Plan/Individualized Education Program, for children with special needs)

Q: Am I required to provide income?

A: You are only required to provide income if you are applying for financial assistance for childcare or for a program that requires proof of income. If you are applying for Early or Preschool Head Start or for a tuition scholarship, you must provide proof of income.

Q: What do I bring for income?

A: The following items will be accepted as proof of income: 1040 tax return, W-2, Wage Inquiry from the Department of Labor, Letter from Employer, TANF/SSI statement, child support statement, pension statement, school loan statement, unemployment statement, social security statement, etc. **NO CHECKSTUBS will be accepted.** You must provide documentation from all sources of income that apply to your household. Proof of income for both parents is required if they are living in the same household.

Q: What if I don't work?

A: If you are currently not working or have not worked within the last year, you must provide a current Wage Inquiry from the Department of Labor.

Q: What if I don't have a bill in my name?

A: If you do not have a bill in your name, you must provide a notarized letter from the person you live with AND a lease/utility bill in his/her name.

Q: When is the deadline to apply?

A: Please visit our website www.shelteringarmsforkids.com for the list of application dates at all of our locations. You may come to any of the dates and apply for the location(s) of your choice. This year, the last date to apply is March 31. If we still have available spaces after selection in April, we will schedule additional application dates.

Q: What is the tuition?

A: Our tuition rates vary, depending on various factors such as income, program options, and the age of your child. The first step is to bring in all proof of income during the application process and we will see what programs you may qualify for, based on income and age.

Q: How can I apply for a scholarship?

A: You can apply for a scholarship at the time of application by bringing in the required proof of income for your household.

Q: When will I know if my child got in or will remain on the waiting list?

A: We will notify families of their status mid-April.

Q: Where is my child on the waiting list?

A: The position on the waiting list is based on several factors, including the order the application was received, the program that the child qualifies for, and the level of need. Children are selected for Early & Preschool Head Start based on level of need. Children are selected for the Child Care/Tuition program and for PreK based on the date of application and certain priorities: (1) student whose parent or guardian is an employee of Sheltering Arms, a member of the Sheltering Arms Board of Directors; (2) student who is a sibling of a student currently enrolled; or (3) student under special circumstances (i.e. special needs or family is in crisis). Additional priority categories may apply based on specific community partnerships at individual locations.

A child's position on the waiting list will likely change following the application process, as we remove all children who do not complete a formal application for the upcoming school year. We will be able to better gauge where your child is on the waiting list by the end of April.

Q: How long will I stay on the waiting list?

A: Completing a formal application ensures that your child will remain on the waiting list for one (1) year. You must renew your application each year in order to secure your child's position on the waiting list.