

RECRUITMENT GUIDELINES:

PARENT/GUARDIAN MUST PROVIDE THE FOLLOWING ORIGINAL DOCUMENTS TO APPLY (NO COPIES ACCEPTED)

- ❖ Certified Birth Certificate
- ❖ Proof of Income for all family members (i.e.W-2, Tax Form, 2 most recent paycheck stubs, TANF verification, letter from employer indicating period of employment and salary, child support, social security benefits)
- ❖ Proof of Residence and Identification:
Three Forms are Required
 1. House Contract, Mortgage or Lease Agreement (If you do not have a lease or mortgage in your name, please call 328-8100 and press 1 for additional requirements)
 2. Utility Bill dated within the last 30 days, **AND**
 3. Photo I.D. (Military I.D., Driver's License, DMV ID or other photo ID)
- ❖ Social Security Card (A social security number is required within 90 days of enrollment. If your child is ineligible for a social security number, or if you do not wish to provide your child's social security number, the Superintendent or his designee will waive this requirement, upon written request.)
- ❖ Health Insurance Cards
- ❖ Current Immunization Records
- ❖ Completed Physical Examination Form* (dated within the last year)
- ❖ Completed Dental Examination Form* (dated within the last 6 months)
- ❖ Court Ordered Custody Papers if applicable

Henrico County Public Schools

2012-2013 Preschool Recruitment

FEDERAL PROGRAMS PRESCHOOL IS RECRUITING FOR THE FOLLOWING SCHOOLS:

Adams, Arthur Ashe, Baker, Chamberlayne, Crestview, Dumbarton, Donahoe, Fair Oaks, Glen Lea, Greenwood, Harvie, Highland Springs, Holladay, Johnson, Laburnum, Lakeside, Longdale, Montrose, Ratcliffe, Ridge, Sandston, Seven Pines, Skipwith and Ward

- ❖ Child must be **(4) four years** old by **September 30, 2012 (NO EXCEPTIONS)**
- ❖ **3 proofs of residency are required**
- ❖ ***Students are not selected on a first-come, first-served basis***
- ❖ **Transportation is provided according to HCPS transportation guidelines**

Recruitment Dates and Times:

****Applications will be taken for the following schools only:**

2/16, 2/27, 3/12, 4/2,4/23, 5/7 and 5/21

**Adams
Ashe
Baker
Chamberlayne
Fair Oaks
Glen Lea
Greenwood
Holladay
Longdale
Ratcliffe
Ridge
Skipwith**

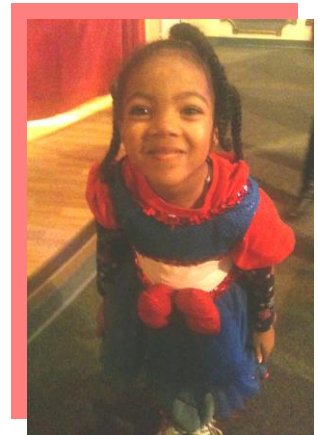
****Applications will be taken for the following schools only:**

2/13, 3/5, 3/26, 4/16, 4/30, 5/14 and 5/21

**Crestview
Donahoe
Dumbarton
Harvie
Highland Springs
Johnson
Laburnum
Lakeside
Montrose
Sandston
Seven Pines
Ward**

Times
9 a.m. – 2 p.m.

Location
New Bridge Learning Center
5915 Nine Mile Road, Henrico, VA 23223



Federal Programs Preschool encourages families who have children with special needs to apply. If special accommodations are required, please notify staff when scheduling your appointment. Physical and Dental Examination forms or more information, please call:
**804-328-8100
OPTION 1**

Applying does not guarantee program placement.

****It is not required that your child be present.****



Designed by BRLewis

Henrico County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.