Enrollment Information
Manchester Head Start Program
2020-2021 School Year

Enrollment for the 2020-2021 school year is now open. The Manchester Head Start program is a federally funded program; therefore, families must meet federal guidelines in order to qualify for acceptance into the Manchester Head Start Program. The criteria listed below are used to select students for enrollment in the program each year.

**Application Criteria:**

1. Family must be a Manchester resident prior to registration and throughout the 2020-2021 school year.

2. Family’s annual income must fall within the federal poverty guidelines.

3. The child’s date of birth must fall within the year 2016 and/or January-August 31st of 2017. Children born September 1, 2017 up to January 1, 2018 may apply and will be placed on our waiting list. However, priority will be given to the students who meet all of the selection criteria.

➢ **If you believe you meet the criteria (above), please complete the following:**
   - Go to [www.mpspride.org](http://www.mpspride.org) website and select ‘Registration’ via icon or the Registration Quick Link (bottom right-hand corner of home page)
   - Complete the Registration application for 2020-2021 (referred to as InfoSnap application)
   - When prompted to select a school: Select ‘Manchester Preschool Center’, when prompted about the child’s grade, select Head Start (HS).
   - If you do not have access to a computer, you can utilize the computers available for use at the Manchester Public Library or we can arrange computer use at Manchester Preschool Center.

*Once your InfoSnap application is submitted*, we will receive notification and you will receive a phone call in regards to your application. Completion of the InfoSnap application does not guarantee your child enrollment into the program. **Please note that your application is not complete until you provide the required documents.** Attached you will find an itemized list of the documents that are needed to complete your child’s application. Please bring these documents with you to your registration appointment.

**Additional information:**

The Manchester Head Start is located at 60 Washington St. (parking is off of Hollister St). School hours are Monday-Friday 9:10 a.m. – 3:40 p.m. (subject to change). Breakfast, Lunch and a snack are provided.

Manchester Head Start provides transportation on a limited basis depending on availability. Staff will assist parents with identifying alternative transportation resources, if not provided by Head Start.

Parents are required to follow all State of Connecticut mandates and Manchester Board of Education policies regarding health requirements. **All children must get their flu shot.**

***Please retain these guidelines for reference.***
REGISTRATION REQUIREMENTS

1.) COMPLETE THE ONLINE APPLICATION AT: www.mpspride.org
   - Click Registration Icon 🗺
   - Create an account, and fill out the online registration

2.) CALL TO MAKE AN APPOINTMENT TO COMPLETE THE REGISTRATION PROCESS
Manchester Preschool Center, 60 Washington Street, Manchester, CT 06042
860-647-3502

3.) BRING THE FOLLOWING DOCUMENTS TO YOUR APPOINTMENT

- PROOF OF INCOME (any of these):
  - 2 pay stubs for bi-weekly pay or 4 pay stubs for weekly pay
  - 1040 Tax Return form or your W-2 Tax form or
  - If you are a foster parent or receive SSI, your monthly statement or
  - If you are receiving cash assistance, we need a budget sheet or Child Support documentation

- CHILD’S LEGAL ORIGINAL BIRTH CERTIFICATE: Full size only or Passport (Only for foreign students who cannot provide birth certificate)

- CONNECTICUT STATE HEALTH ASSESSMENT FORM (Blue form) & Dental Form

- PARENT OR LEGAL GUARDIAN – PHOTO IDENTIFICATION (Driver’s License, State Issued Identification, or Passport)

- LEGAL or TEMPORARY GUARDIANS must provide valid official court or state documents of guardianship. Letters indicating pending court hearing dates will not be accepted. (Temporary guardianship forms are only valid for one year and must be renewed yearly and submitted to the school)

- MANDATORY PROOF OF MANCHESTER RESIDENCY (See Required Proof of Residency Documents List)