



Jefferson Parish Early Childhood Collaborative  
Pre-Registration Process  
2017-2018 Academic School Year  
Beginning March 7, 2017

**Informational Meetings for families will occur from 6:00 pm – 7:00 pm on:**

February 15, 2017 @ Central Office Boardroom on 501 Manhattan Blvd., Harvey, La 70058

February 21, 2017 @ Bonabel Magnet Academy Cafeteria on 2801 Bruin Dr., Kenner, La 70065

Applications can be **submitted online** at [www.jeffersonchild.com](http://www.jeffersonchild.com) beginning March 7, 2017. Families needing face-to-face assistance to submit an online application can come to any of the following locations:

**Application Locations:**

March 7-10<sup>th</sup> 9:00 am - 2:00 pm JPPSS Administration Building, 501 Manhattan Blvd, Harvey, 70058

March 8<sup>th</sup> 9:00 am - 3:00 pm Hazel Hurst Community Center, 1121 Causeway Blvd, Jefferson, 70121

March 15<sup>th</sup> 3:00 pm - 7:00 pm Our Lady of Perpetual Help Gym, 531 Williams Blvd, Kenner, 70062

March 18<sup>th</sup> 9:00 am - 3:00 pm Marrero Community Center, 2001 Lincolnshire Dr. Marrero, 70072

March 22<sup>nd</sup> 9:00 am - 3:00 pm Gretna Community Center, 1700 Monroe St, Gretna, 70053

**System for Support at JPPSS at 501 Manhattan Blvd:**

March 7<sup>th</sup> Student's last name begins with A-F

March 8<sup>th</sup> Student's last name begins with G-L

March 9<sup>th</sup> Student's last name begins with M-R, Extended hours until 6:00 pm for ALL working families A-Z

March 10<sup>th</sup> Student's last name begins with S-Z

**Guidelines for Registration for JPPSS PK4 CLASSES:**

- Child must be four (4) years old on or before September 30, 2017 to apply for a JPPSS PK4 classroom.
- Title I classes may be subject to a screening.
- Bus transportation will only be provided for students within their school attendance zones.
- Only completed applications with ALL required documents will be placed in the lottery system.
- Parents may choose up to three (3) sites for possible placement in the application process.
- Families will receive placement or wait-listed status by E-MAIL ONLY.
- Families will be required to accept or decline placement through their online account.

**Items Needed to Register your Child:**

- Parent/Guardian Identification (Driver's license or state issued ID or passport)
- Child's Birth Certificate (Must be an original copy)
- Proof of Residency (1 of the following that must match parent name on application)
  - Current utility bill
  - Legal document issued/approved by the US Office of Immigration/Naturalization showing current address
  - Current lease or mortgage statement that must matches parent name on application
- Proof of Income (1 of the following)
  - 2016 Income tax forms showing parent names and annual income (required for Head Start applications)
  - 2 consecutive check stubs for EACH PARENT or CAREGIVER IN THE HOUSEHOLD within 2 months of the date of the application
  - An official letter from employer on company letterhead stating all of the following:
    - ✓ Date and location of parent employment
    - ✓ Hourly rate of pay and average number of hours parent works per week
  - Notarized, dated, and signed letter from parent stating they are paid in cash and the amount paid monthly, and documenting they are unable to provide check stubs
- Letter or certificate showing current status of SNAP/Food Stamps (must include the parent and child names and valid effective dates – Certified through \_\_\_\_)
- Current foster care placement agreement from DCFS
- Parents who are homeless or unemployed must submit a notarized letter of support and income from support source

For more info visit [www.jpschools.org](http://www.jpschools.org) or contact JPPSS PK4 Department at 504-349-7696