

Our Mission - Albany Community Action Partnership. is an organization of dedicated individuals, acting in partnership with the community, to enhance the quality of life in Albany County by empowering individuals, children, and families to achieve economic self-sufficiency and social well being.

Head Start Pre-Enrollment Application Information

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT **ALL** OF THE FOLLOWING:

Please submit copies (not originals) of all documentation listed. Please submit all documentation with your Head Start application, or acceptance determination will be delayed.

1. **Proof of Income** – any of the following are acceptable - W-2 Income Statement (prior year tax form); Public Assistance Budget Sheet; or four (4) weeks worth of employment pay stubs, Unemployment Payment Receipts, Child Support Payments, SSI Documentation, etc.
 2. **Child's Birth Certificate**
 3. **Child's Medicaid or Health Insurance Card**
 4. **Child's current Immunization Record**
 5. **Guardianship documents if applicable.**
- Child must be age 3 by September 1st to attend the 3-year-old Center-based programs.
 - Child must be age 3 by December 1st to attend the Home Based Program OR parent may choose to apply for a center-based application for when the child turns 3 (between September 2nd and December 1st.)
 - Child must be age 4 by December 1st for 4-year-old Center-based Programs. Children must reside in local school district areas for enrollment to UPK/Head Start classrooms in Albany and Watervliet.
 - Center-based slots are limited and may not be available for enrollment after the school year begins. In that case, your application would be placed on a waiting list.

Transportation is available at some centers on a limited basis. It may be requested, but is not guaranteed with acceptance. There is no PM transportation for Extended-Day classes.

Selection will take place in early June based on family size and income.

IF YOUR CHILD IS ACCEPTED, YOU WILL RECEIVE AN ACCEPTANCE LETTER IN EARLY JULY.

Before your child can begin attending school in September, s/he will need:

- **A complete annual physical exam with mandated blood work and test results recorded.** Your child's physician must complete the Head Start physical form.
- **A dental exam completed during May, June, July, or August** – Your child's dentist must complete the Head Start dental form.
- **An Emergency Treatment Agreement Form**

These three (3) forms will be included in your acceptance package.

CHILDREN CANNOT START ATTENDING THE PROGRAM UNTIL ALL PAPERWORK IS COMPLETED.

If you have any questions, please call the Head Start Program Center nearest you and speak with either a Family Support Advocate or Center Director; or you may call **Parent & Community Involvement Coordinator**, at (518) 463-3175 extension 120.