



MONTGOMERY COUNTY PUBLIC SCHOOLS

# Prekindergarten/Head Start Student Enrollment

**MONTGOMERY COUNTY PUBLIC SCHOOLS** offers free prekindergarten and Head Start programs in schools throughout the county for income-eligible families. These programs give children the skills and knowledge they need to be ready for kindergarten.

- **Rocking Horse Road Center (Registration Site)**

4910 Macon Road  
Rockville, Maryland 20852

Monday–Friday 9:00 a.m.–4:00 p.m.

**Walk-ins welcome**

**Appointments available if preferred**

**Do you have a 4-year-old child?**  
**IF YES,**  
then your family may qualify for  
free prekindergarten or Head Start  
programs in MCPS.

**CALL 301-230-0676** to begin the enrollment process

Step 1	Step 2	Step 3	Step 4
<b>Admissions</b> <ul style="list-style-type: none"><li>• Find out if you meet the income guidelines</li></ul> <b>Call 301-230-0676</b> <p>When you apply, staff will:</p> <ul style="list-style-type: none"><li>• Verify student and parent identity</li><li>• Verify county residence</li><li>• Verify family income</li></ul>	<b>Immunization Requirements</b> <ul style="list-style-type: none"><li>• Receive health packet</li><li>• Student will need to complete a physical exam and the necessary vaccinations prior to entering school.</li></ul>	<b>Home Visit or Teacher Meeting</b> <ul style="list-style-type: none"><li>• Hand in health packet</li><li>• Teacher will provide information about class times and bus transportation.</li></ul>	<b>Attend School</b> <ul style="list-style-type: none"><li>• Bus transportation will be provided</li><li>• Student will attend daily classes Monday through Friday.</li></ul>

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# Enrollment Information and Most Commonly Used Documents

## Age of the Student

### To be eligible for school:

- Students must turn 4 by September 1.

## Identity of Person Enrolling Student and Relationship to Student

- Identification **AND**
- Proof of relationship to student
- Other cases, work with the staff to determine appropriate form and required documentation

## Residency in Montgomery County

### Homeowner

- Provide copy of current property tax bill

### Renter

- Provide copy of current lease

### Shared housing

- Provide documentation from homeowner or renter

### Homeless

- Work with homeless liaison

## Proof of Family Income

- Family must provide proof of current income for all adults

### Examples

- Birth certificate
- Passport/visa
- Hospital certificate
- Physician's certificate
- Church certificate
- Parent's notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth)
- Other legal or notarized identification

### Examples

- Photo ID driver's license
- Passport, permanent resident alien card, naturalization papers
- Court order
- Separation or divorce decree
- Parent's notarized affidavit (sworn notarized statement attesting to the relationship)

### Examples

- Medical bill
- Car registration
- Car insurance policy/bill
- Current utility bill
- Current phone bill
- Voter registration card
- USCIS application
- Government or official correspondence at residential address

### Examples

- Last 3 pay stubs
- Current income tax form
- Employment letter
- Unemployment benefits
- Notarized letter of financial support
- Temporary Cash Assistance (TCA)