



Prekindergarten/Head Start Student Enrollment

MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS) 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 240-740-4530 to begin the enrollment process

Step 1	Step 2	Step 3	Step 4
<p>Admissions</p> <ul style="list-style-type: none"> Find out if you meet the income guidelines <p>Call 240-740-4530</p> <p>When you apply, staff will:</p> <ul style="list-style-type: none"> Verify student and parent identity Verify county residence Verify family income 	<p>Physical Examination & Immunization Requirements</p> <ul style="list-style-type: none"> Receive health packet A physical examination by an authorized health care provider and evidence of complete primary immunizations are required for all students. 	<p>Home Visit or Teacher Meeting</p> <ul style="list-style-type: none"> Hand in completed/signed health packet Teacher will provide information about class times and bus transportation. 	<p>Attend School</p> <ul style="list-style-type: none"> Bus transportation will be provided Student will attend classes daily Monday through Friday.

Enrollment Information and Most Commonly Used Documents

<h2>Age of the Student</h2> <p>To be eligible for school:</p> <ul style="list-style-type: none"> Students must turn 4 by September 1. 	<h2>Identity of Person Enrolling Student and Relationship to Student</h2> <ul style="list-style-type: none"> Identification AND Proof of relationship to student Other cases, work with the staff to determine appropriate form and required documentation 	<h2>Residency in Montgomery County</h2> <h3>Homeowner</h3> <ul style="list-style-type: none"> Provide copy of current property tax bill <h3>Renter</h3> <ul style="list-style-type: none"> Provide copy of current lease (if the original term of the lease is expired, a copy of lease and current utility bill) <h3>Shared housing</h3> <ul style="list-style-type: none"> Provide documentation from homeowner or renter and MCPS Form 335-74, <i>Shared Housing Disclosure</i> <h3>Homeless</h3> <ul style="list-style-type: none"> Contact MCPS Homeless Liaison 240-740-4511 	<h2>Proof of Family Income</h2> <ul style="list-style-type: none"> Family must provide proof of current income for all adults in the household
Examples	Examples	Examples	Examples
<ul style="list-style-type: none"> Birth certificate Passport/Visa Physician's certificate Baptismal or Church Certification Hospital certificate Parent's notarized affidavit (sworn notarized statement attesting to the accuracy of the date of birth) Birth registration Other legal or notarized identification 	<h3>Examples of Proof of Parent/Guardian Identity that includes a photograph:</h3> <ul style="list-style-type: none"> Driver's license Passport/Visa Motor Vehicle Administration Identification Card Other legal form of identification <h3>Examples of Proof of parent/guardian relationship to student:</h3> <ul style="list-style-type: none"> Birth certificate of student which identifies the parents Court order Separation agreement or divorce decree Other legal form of identification 	<ul style="list-style-type: none"> Supporting documents must be in the name of parent/guardian at address shown on MCPS Form 335-74, <i>Shared Housing Disclosure Form</i>, include the name of the sending organization, and a date within 90 days of the current date. An acceptable document of address should be a communication from the following types of entities: <ul style="list-style-type: none"> Financial Institutions (i.e. banks, insurance companies, etc.) Utility Company (i.e. phone, water, power, etc.) Governmental (i.e. federal, state, local) Medical Religious Nonprofit/Community Organizations 	<ul style="list-style-type: none"> Last 3 pay stubs Current income tax form Employment letter Unemployment benefits Notarized letter of financial support Temporary Cash Assistance (TCA)