

# Portsmouth Public Schools

## Preschool Registration

2018-2019

*The preschool program is funded by a state grant; therefore all participants must be 4 years old on or before September 30, 2018 and meet one of the following eligibility criteria:*

- Homelessness (current)
- Parent(s) did not graduate high school
- Parents/Guardians are disabled
- Parent(s) Incarceration
- Single Parent
- English Language Learners
- Parent(s) military deployed
- Students being raised by someone other than birth parent(s)
- Family income is at or below 200% of the federal poverty guidelines (see chart)

Household Size	100%	200%	250%
1	12,140	24,280	30,350
2	16,460	32,920	41,150
3	20,780	41,560	51,950
4	25,100	50,200	62,750
5	29,420	58,840	73,550
6	33,740	67,480	84,350
7	38,060	76,120	95,150
8	42,380	84,760	105,950

*All parents/guardians are welcome to apply and will be notified in July regarding your child's acceptance. Students with special needs or disabilities please contact the Special Education Dept. for registration (757) 393-8658.*

**Only the legal parent/guardian may register the child and must have *all of the following at time of registration:***

- **State/ Military Birth Certificate:**
  - No hospital birth certificates will be accepted
  - No copies of birth certificates will be accepted
- **Valid Picture ID for Parent/Guardian**
- **Proof of Household Income:**
  - Tax return for 2017 (**No W-2 statements**)
  - Verification of any supplemental income (*WIC, SSI, SNAP, TANF, etc.*)
- **Immunizations Records**
- **Physical Examination Within The Last Year or Appointment Card Dated by August 31, 2018**
- **Court Ordered Custody Documentation** (*if applicable*)
- **Proof of Residency: If You Own /Lease Your Home:**
  - Electric bill (within 30 days) **and one of the following:**
    1. Deed
    2. Mortgage statement (within 30 days)
    3. Lease/rental agreement with name, address, and telephone number of the owner/lessee (within a year)
- **Proof of Residency : If You Do Not Own /Lease and Your Name Does Not Appear on the Mortgage / Lease:**
  - Notarized letter from the homeowner, stating that you and your child live in their home, along with their Electric bill (within 30 days) **and one of the following:**
    1. Deed
    2. Mortgage statement (within 30 days)
    3. Lease/rental agreement with name, address, and telephone number of the owner/lessee (within a year)

**All preschool registrations will be held at:**

### EMILY SPONG PRESCHOOL CENTER

2200 Piedmont Avenue  
Portsmouth, VA 23704

TUESDAYS 9:00 a.m. – 12:00 Noon 1:00 p.m. – 3:00 p.m.	WEDNESDAYS 9:00 a.m. – 12:00 Noon 1:00 p.m. – 4:45 p.m.	THURSDAYS 9:00 a.m. – 12:00 Noon 1:00 p.m. – 3:00 p.m.	SATURDAY 10:00 a.m. – 2:00 p.m.
March 27, 2018	March 28, 2018	March 29, 2018	May 19, 2018
April 10, 2018	April 11, 2018	April 12, 2018	
May 1, 2018	May 2, 2018	May 3, 2018	

**For further information on preschool registration, please call: (757) 393-5128 or (757) 393-8329**

**Portsmouth Public Schools**  
**Kindergarten Registration**  
**2018-2019**

Students who are currently attending the Preschool Program with Portsmouth Public Schools do not have to register.

*Only the legal parent/guardian may register the child and must have **all of the following at time of registration:***

- **State/ Military Birth Certificate:**
  - Child must be **5 years old on or before September 30, 2018**
  - No hospital birth certificates will be accepted
  - No copies of birth certificates will be accepted
- **Valid Picture ID for Parent/Guardian**
- **Immunizations Records**
- **Physical Examination Within The Last Year or Appointment Card Dated by August 31, 2018**
- **Court Ordered Custody Documentation** (*if applicable*)
- **Proof of Residency: If You Own /Lease Your Home:**
  - Electric bill (within 30 days) **and one of the following:**
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    3. Lease/rental agreement with name, address, and telephone number of the owner/lessee (within a year)

**Kindergarten registration will be held at:**

**EMILY SPONG PRESCHOOL CENTER**

2200 Piedmont Avenue  
Portsmouth, VA 23704

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March 27, 2018	March 28, 2018	March 29, 2018
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May 1, 2018	May 2, 2018	May 3, 2018

For further information on kindergarten registration, please call: **(757) 393-5128 or (757) 393-8329**