

Instructions

Once you have filled out the application, please bring it in with the documents listed below so that we can begin to process your application. No application will be processed unless all documents have been submitted.

Documents to bring with you when you submit your application (we will be happy to make copies):

For your child:

- **Birth Certificate**
- **Immunization Card**
- **Medicaid or Insurance Card**

Your own:

- **Proof of Address** (TWO of the following):
 - Utility bill (gas or electric , i.e. Con Edison); must be dated within the past 60 days [we cannot accept telephone bills]. We cannot accept telephone and internet bills.
 - Mail from a Federal, State or local NY Agency (IRS, HRA, Medicaid, Social Security Letter, City Housing Authority, the Administration for Children's Services (ACS)); must be dated within the past 60 days
 - Original lease agreement, deed, or mortgage statement for the residence; Official Rent receipt.
 - Current property tax bill for the residence
 - Notarized Department of Education Parent Affidavit of Residency form stating that you live at the address provided on the application
 - Official payroll document from an employer (example: payroll receipt); must be dated within the past 60 days
- **Proof of Income** (ONE of the following for parent/s with whom the child resides):
 - Income Tax Return from the previous year (for applications submitted between January and June)
 - Three recent pay stubs
 - Recent public assistance voucher/Food Stamps/WIC letter
 - Unemployment or SSI letter
 - Notarized letter of financial support
 - Court documentation of the child support award from the non-custodial parent

Documents we will need if your child is enrolled:

- Current physical on **Bank Street Head Start form**. We will need this form before the first day of school. Please plan to have it ready before the first day of school. Your child cannot begin without it!

Enrollment of Children with Special Needs

- Bank Street Head Start is an inclusive setting. Typically 15-40% of our children have special needs.
- Head Start is need based, and our goal is to serve families who have the most need. However, we must balance the needs of families with the needs of the classroom overall, keeping in mind that having many children with special needs or several children with extraordinary needs in a class requires a great deal of teacher attention, which can negatively impact the rest of the children.
- Please be honest with us upfront. We are better able to make decisions regarding classroom placement and enrollment when we have all of the information about each child's developmental needs.
- Sometimes parents will attempt to hide any previous diagnosis or concerns about their child from the staff in the hope that this will increase the chances for acceptance. This is not the case. All children are required to attend a socialization group prior to enrollment decisions. Although this is just a brief look at the children, our highly experienced staff is quite skilled in quickly identifying concerns about deviation from what is typical for three and four year olds.
- If it is discovered that a child has an IEP or IFSP that has not been revealed to Bank Street Head Start, the child's continued enrollment will be reconsidered.
- Any child who has an IEP or IFSP that recommends a center based program (that is, a higher child to teacher ratio than what we are able to provide) will not be enrolled at Bank Street Head Start.
- Just as any parent who applies for the program may be informed that we cannot serve their child; the parent of a child with special needs may also receive the same response. All applications will be given full consideration but in the end there will be many aspects of each application that result in enrollment or disappointment. Our staff is available to assist parents in identifying and referring parents to other appropriate programs.