Dear Parent or Guardian:

Thank you for your interest in (insert community/jurisdiction name here) Early Care and Education Opportunities. Attached you will find the requested application for all programs serving children birth to 5. Completion of this application authorizes a release of information for programs that you request, or are deemed eligible for.

If your child qualifies and is accepted for a Head Start Program, you will be notified immediately.

Each year the funding for the Virginia Preschool Initiative Program is determined by the State Legislative Budget. If you are applying to enroll in the public school preschool, when the school division has been notified of funding, all applications received to that date will be processed and families will be informed of the status of their application.

If your first choice is unavailable, you may be referred to receive preschool services through another program within (identified community/jurisdiction).

Directions:

**Section 1**: Please tell us about your child. **No part of this section can be left blank.**

**Section 2**: Please tell us about the Parent/Guardian. Only parents and legal guardians may apply for publicly funded early care and education opportunities. Many private providers will also only accept applications from the the parent or legal guardian.

**Section 3**: If you are applying for free or reduced early care and education opportunities, you must complete section 3 in it’s entirety and documentation will be required to verify. If you are applying for a specific early care and education site, and not seeking assistance for tuition, please skip section 3.

**Section 4**: Please tell us more about your family so we can better provide information and resources to you as needed. If you are applying for free or reduced early care and education opportunities, you must complete section 4 in it’s entirety. This section will help us understand the needs of your child and family.

**Section 5**: Please tell us more about the type of early care and education you are seeking for your child so we can ensure we are meeting the needs of your child and your family.

If you would like more information about early care and education providers in your area, please visit VAQuality.org or ChildcareVA.com where you can search for information within your city or county.

In order to process the application, you must provide information for all questions asked. Not answering all questions could cause a delay in determining the family’s status for the program. The early care and education program that you are accepted in may have additional documentation that will need to be completed upon enrollment.

This application may be completed online. Additional documents may be uploaded online for verification. If completing the paper form, the application and supporting documents may be emailed, mailed, delivered, or faxed to:

[insert above forms of contact information here]

If you have any questions, please call: [insert name and contact information here]

Thank you for the opportunity to assist you in finding a high quality, early care and education solution for your child.