



Dear Parent or Guardian:

Thank you for your interest in the **Black Belt Community Foundation Head Start Program**.

We will be reaching out to you over the next several weeks to schedule a time and place to complete the application process with us. If you have any questions or do not hear from us within the next few weeks, please call this number: **334-526-0066**.

When you hear from us regarding your appointment to complete the Application Process, please bring the following items to complete application

**1) Proof of income for the last 12 months**, for example:

- W2 form
- pay stubs showing year-to-date
- written statement from employer
- unemployment statement
- award letter for TANF or SSI
- child support statement.

*This is a federally funded program, and there are income guidelines that determine eligibility.*

**2) Child's birth certificate**

*Child must be a minimum of 3 years old, according to the school district's cut-off date, and cannot be kindergarten eligible.*

Please note that if your child is selected for our program, you must provide the following prior to entry into the classroom:

- 1) Immunization history** (shot records). Vaccinations must either be complete or up-to-date
- 2) Physical:** doctor's report or Universal Child Health Record (attached), showing a physical exam within the last 12 months

You will also need to provide the following, within the first 30 days that s/he attends the center:

- 1) Medical and dental insurance cards** (if available)

You will also need to provide the following, within the first 90 days that s/he attends the center:

- 1) Dental exam** completed within the last 12 months

If you need any assistance getting the required information or completing the application, please contact us.

Sincerely,

Black Belt Community Foundation Head Start Program

