School-Based Preschool
Application Information and Instructions

Timeline of Application, Registration, and Enrollment for 2013-14 School Year

• Four School-Based Preschool Application Sites are open throughout the summer for families who wish to apply for a Chicago Public School Early Childhood Preschool Program for the 2013-2014 school year!

• Families who applied by June 24th will receive placement letters by mid-July.

• Chicago: Ready to Learn! Application Representatives are the only staff who may collect 2013-14 School-Based Early Childhood Program Applications.

• Applications are available online at www.cps.edu/readytotelearn or at any School-Based Preschool Application Site.

• All children who have turned 3-years-old by September 1, 2013 are eligible for School-Based Preschool Programs.

• Families with a 3-year-old child currently enrolled in an Early Childhood Preschool Program do not need to submit an application. These children will automatically be reserved a space in their current (or welcoming) school. If they would like to apply for a different program, they must fill out a 2013-14 School-Based Early Childhood Program Application.

Families who applied by May 24th:

• In an effort to ensure that those who indicated interest in a School-Based Preschool program receive placement, families who are currently waitlisted can request placement in another school with availability. To submit this request, you may go to one of our School-Based Preschool Application Site locations for a transition/modification form, or print one from cps.edu/readytotelearn. This form can be submitted to Application Representatives at our application sites, be faxed to the Office of Early Childhood Education at (773) 553-2011, or be sent via e-mail to oece@cps.edu.

• In addition, families who have received a placement letter for a school no longer desired may also submit the above-mentioned Transition/Modification Form. For further information, please contact the Office of Early Childhood Education at (773) 553-2010.
Chicago: Ready to Learn!

School-Based Preschool Application Site Schedule

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<tr>
<th>Monday- Friday 9:00 a.m. - 3:00 p.m.</th>
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<td>School-Based Preschool Application Sites:</td>
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<td>Early Childhood Office- Hall Mall</td>
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<td>Community Partnership Program Office</td>
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<td>Office of Early Childhood Education</td>
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*When submitting their application, parents will be asked to provide one document from each of the following three categories:*

**Proof of Child’s Age**
- Original Birth Certificate
- Passport
- State Issued Medical Card

**Proof of Residency**
- Utility Bill
- Current Voter’s Registration Card
- Rental Agreement/Mortgage Statement
- State ID Card or Driver’s License

**Proof of Income**
- Current Paystub
- W-2/1040 Tax Form
- Social Security Income
- Shelter Placement Letter
- Unemployment Stub
- Self-Employment Tax Statement
- Official Child Support Letter
- TANF
- Workers’ Compensation
- Income Verification Letter

- Upon submission of an application, a receipt with the child’s unique application ID label will be provided.
- If the student is currently in a temporary living situation, please refer to question #20 in the FAQs.

**Ready to Learn Application, Registration, & Enrollment FAQ**

1. **Where can I find information about Early Childhood Education options?**
   You can learn about all the early childhood providers in your neighborhood—both school- and community-based—by logging onto www.ChicagoEarlyLearning.com or texting your zip code to 773-886-1819.

2. **How do I find schools in my area?**
   To learn about all the schools in your area that offer early childhood programs, log onto www.chicagoearlylearning.com or text your zip code to 773-886-1819. You can also search for specific schools at www.cps.edu.
3. **If I need help completing my application, is anyone available?**
   Yes, *Chicago: Ready to Learn!* Application Representatives are available at 8 School-Based Preschool Application Sites throughout the city to address any application questions. In addition, please feel free to call the Chicago: Ready to Learn Hotline: (312) 229-1690.

4. **What if I don't have all of my information or documentation requested for the application?**
   All *Chicago: Ready to Learn!* Application fields must be complete, except the section that states "Optional Information" in order for your child(ren) to be considered for Chicago Public Schools School-Based Preschool Programs. In addition, one document from each category: Proof of Child's Age, Proof of Residency, and Proof of Current Income of Parent(s)/Guardian(s) of Child must be submitted. For information about when documentation is not required, please see FAQ #20. If you need assistance completing your application, please call the *Chicago: Ready to Learn!* hotline: (312) 229-1690.

5. **Why is all this information being asked of me?**
   This information is required to register children into a Chicago Public Schools (CPS) School-Based Early Childhood Program.

6. **When will my application be processed?**
   For families that applied by the June 24th deadline application are not be processed on a first come, first serve basis.

7. **The application requests race/ethnicity information on my child. Is this information used as part of the selection process?**
   No, this information is not taken into consideration, but it is required to register children into a Chicago Public Schools (CPS) School-Based Early Childhood Program.

8. **What if my information has changed since I submitted my application?**
   Placement will be based on the information that is submitted on your application. If your child is placed in a program, you will have the opportunity to update your records with the school.

9. **What if there was an error on my application?**
   Applications will be processed as submitted. Please take the time to ensure your child's application is legible and all the information is correct.

10. **My child's birthday is after September 1, 2013. Can I apply for their placement in a Chicago Public School?**
    No, only children who turn 3-years-old by September 1, 2013 and reside in Chicago are eligible to apply. For children who will turn three after September 1, 2013, you can inquire with your local community-based agency for available educational programs and visit chicagoearlylearning.com.

11. **What if my information changes after I submit my child's *Chicago: Ready to Learn!* Application?**
    Placement will be based on the information that is submitted. If your child is placed in a program, you will have the opportunity to update your records with the school.
12. **Can my child be selected for more than one school?**  
   No, your decision letter will provide only one school option.

13. **An application was submitted for my child. What do I do now?**  
The Office of Early Childhood Education will mail decision letters to all applicants in early June indicating whether your child(ren) have received placement in one of your school choices. If an e-mail address was provided on the application, electronic messages will also be sent.

14. **Is transportation provided?**  
   School-Based Early Childhood Programs do not offer transportation, although some students in these programs receive transportation assistance from the Office of Diverse Learner Supports and Services (for students with disabilities who have transportation needs documented on their IEP) and CPS Support for Students in Temporary Living Situations. If you are in need of transportation, please visit Chicago Transit Authority at transitchicago.com or call: 1-888-YOUR-CTA.

15. **I have twins. Will they be selected to attend school together?**  
   Yes, either both siblings will receive placement in the same Chicago Public School (CPS) School-Based Preschool Program or neither will.

16. **What are my options if my child is not accepted into any school program?**  
   You can apply for a community-based program of your choice. Learn about all the early education programs in your community by logging onto www.chicagoearlylearning.com or texting your zip code to 773-886-1819.

17. **How does the sliding scale tuition work?**  
   CPS has implemented a sliding-fee to help ensure that access to high quality early childhood programs is maximized for families across the city. Income earned by the applicant child’s parents or legal guardian will be included when determining a co-payment amount. Note: The income of other family members sharing the same residence will not be considered. If you are interested in determining what co-payment you may be asked to provide for your child’s preschool, please use the sliding-scale calculator available at cps.edu/readytolearn.

18. **How do I determine the number in my household?**  
   The total number in your household includes all persons living in the residence and the child applying to preschool. This information will not be taken into account for sliding scale determination. (see Family Application Booklet for more information.)

19. **How do I determine family size?**  
   Family Size includes all persons living in the household who are supported by the income of the child’s parents or guardians and related to the parents or guardian by blood, marriage or adoption. (see Family Application Booklet for more information.)
20. What if we currently reside with family or friends due to economic hardship, stay in a shelter, sleep outside, or we are in a similar temporary living situation?
Students who lack a fixed, regular, and adequate nighttime residence are eligible for immediate and free enrollment in CPS Early Childhood Education programs at any time and without documents such as birth records, proof of guardianship, income verification, or other documents normally required when submitting an application and enrolling. If this information applies to you, please complete the 2013-14 School-Based Early Childhood Program Applications and the Students in Temporary Living Situations document, which can be found online at cps.edu/readytolearn and at each Chicago: Ready to Learn! Application Site. For more information, visit www.cps.edu and search for “temporary living situations” or call Students in Temporary Living Situations at 773-553-2242.

21. I currently have physical care of a child who is in a temporary living situation. May I complete their 2013-2014 School-Based Early Childhood Application?
Yes, in accordance with the McKinney Vento Homeless Assistance Act, caregivers who are not the parent or legal guardian of students in temporary living situations may submit the 2013 – 2014 School-Based Early Childhood Program Application. When submitting an application, please include the Students in Temporary Living Situations document, which can be found online at cps.edu/readytolearn and at each Chicago: Ready to Learn! Application Site.

22. How would I know if my child received Early Intervention services?
Early Intervention is the birth-to-three program for children with disabilities or delays in development. If your child receives these services, an Early Intervention provider would come to your home or child care center to provide services, e.g., a speech-language therapist would come to your home or child care center to provide speech therapy services.

23. How would I know if my child is in the process of being evaluated for special education services?
If your child receives Early Intervention services or has recently had a developmental screening, he/she may have been referred for further evaluation to determine the need for special education services. You would have recently received communication from CPS’ Office of Diverse Learners Supports and Services asking you to submit enrollment and referral documentation required to start the evaluation process. Please feel free to contact the Office of Diverse Learners Supports and Services at earlychildhoodsped@cps.edu to confirm whether or not your child is currently in this process and the location and date/time of any upcoming special education conferences.

24. How do I know if my child has an Individualized Education Program (IEP)?
Students who have received an evaluation that identifies a disability or delay in development are determined eligible for special education services. An IEP is developed to guide delivery of those services. The IEP is an individualized education plan that outlines specialized services to support students with disabilities in the school setting. Please feel free to contact the Office of Diverse Learners Supports and Services at earlychildhoodsped@cps.edu to confirm whether or not your child currently has an IEP.
25. **If my child is in the process of having evaluations completed by CPS, how will this affect my application and possible enrollment for an early childhood program?**

All parents of early childhood aged students are welcome to apply for Chicago: Ready to Learn!, including parents of students who are transitioning from Early Intervention or have been recently referred for further evaluations. If a child is determined eligible for an IEP, students will receive a placement in the least restrictive setting, where special education services can best be implemented per the IEP. Please feel free to contact the Office of Diverse Learners Supports and Services at earlychildhoodsped@cps.edu with any questions.

26. **If my child already has an IEP, how will this affect my application and possible enrollment for an early childhood program?**

All parents of early childhood aged students are welcome to apply for Chicago: Ready to Learn, including parents of students who have been determined eligible for an IEP. Students will receive a placement in the least restrictive setting, where special education services can best be implemented per the IEP. Please feel free to contact the Office of Diverse Learners Supports and Services at earlychildhoodsped@cps.edu with any questions.

27. **My child has an IEP for Speech-Language services only. Where will my child receive their Speech-Language services?**

All parents of early childhood aged students are welcome to apply for Chicago: Ready to Learn, including parents of students who have an IEP for any reason, including speech-language services. CPS will implement your child’s special education services in the least restrictive setting per their IEP. The school in which your child is enrolled is responsible for implementing the speech and language services.

28. **My child was recently found eligible for special education services and received a formal placement letter from the Office of Special Education & Supports. How will this affect my application and possible enrollment for an early childhood program?**

If you recently received a formal placement letter, you should visit the placement school as soon as possible to enroll your child so they can receive their special education services for the remainder of this school year. All parents of early childhood aged students are welcome to apply for Chicago: Ready to Learn, including parents of students who have been determined eligible for an IEP. Please feel free to contact the Office of Diverse Learners Supports and Services at earlychildhoodsped@cps.edu with any questions.

29. **What are the toilet training requirements for application and enrollment?**

It is recommended that your child is toilet trained by the beginning of the school year. This recommendation may not apply if your child has a disability.

30. **I have some concerns about my child’s development. Where can I get him/her screened?**

CPS provides FREE development screenings, including hearing and vision screenings, for children ages birth to 5 years old. Please see the CPS Child Find Screening Schedule flyer included in your packet for upcoming screening dates.

31. **What if my child attends or I want him/her to attend a Tuition Based Preschool Program?**

There are six schools that offer ONLY tuition-based preschool programs. These schools are not considered in the 2013-2014 School-Based Early Childhood Program Application process. The schools are as follows: Alcott, Hamilton, Newberry, Ogden, Skinner, South Loop
32. **What if my child attends or I want him/her to attend a Magnet Preschool Program?**

There are four magnet schools that offer ONLY lottery-based preschool programs. These lotteries were conducted in March, and these preschool programs are not considered in the 2013-2014 School-Based Early Childhood Program Application process. The schools are as follows: Oscar Mayer, Suder, Inter-American and Drummond.