



# St. Johns County School District Head Start

*Enriching Lives for a Better Tomorrow*

## Head Start

420 N Orange St  
St. Augustine, FL  
32084

904-547-4896 Phone  
904-547-4895 Fax

## 2014-2015 Enrollment Application

(Please read before completing application)

St Johns County School District Head Start program provides free pre-school and comprehensive health and social services to low-income 3 and 4 year old children and their families living in St. Johns County.

**Please complete the application form completely and accurately. All information will be kept strictly confidential. It will be used to help us to determine whether or not your family is eligible for Head Start and to prioritize your application. If you need assistance in completing the application you may contact the Head Start office at (904) 547-4896.**

Applications will only be processed if required documents are provided along with the completed application. Required documents:

### **Certified Birth Certificate**

Available at Office of Vital Statistics at St. Johns County Health Department. *To be eligible for Head Start your child must be at least three or four years of age on or before September 1, 2014.*

### **Two Proofs of Residence**

Acceptable documents: driver's license, utility bills, lease or rental agreement

### **Income**

Proof of income for year 2013 or previous twelve months. W2, Tax Record, Benefits Award Letter, Pay Stubs, Employer Verification.

### **Photo Identification**

Photo ID of the legal Parent/Guardian is required.

The following information may be helpful to you in completing the application:

**General Information:** Only a parent or legal guardian may sign this application. We must be able to reach you in order to enroll your child. If you move or change your phone number after completing this application it is your responsibility to notify the St. Johns County Head Start Office.

**Income:** Income and the information provided must prove your household income from the 2013 calendar year or the past twelve months. We will assist you to determine which will best show your family's needs. If you are receiving TANF, SSI, or Foster Care benefits you are categorically eligible for Head Start; however, documentation of that benefit is required.

**Priority:** Head Start does not process applications on a first come – first served basis. The information you provide on this application will determine your child's placement on the selection list.

**Enrollment:** Initial selection occurs June 1<sup>st</sup>. Applications received prior to that date are considered for initial enrollment. Applications received after July 1<sup>st</sup> will be placed on the Head Start wait list.

**St. Johns County School District Head Start Program does not discriminate against children or families on the basis of race, color, national origin, gender, age, disability, political beliefs, sexual orientation, or marital or family status.**