



HEAD START PROGRAM Open Enrollment

In order to qualify for this program, families must meet the Federal Poverty income guidelines. School based programs offer slots to qualifying three and four year olds. Parents do not have to be employed in order to apply. If you have access to a computer at home, please visit our website (www.keysschools.com) to download the application under Head Start Quick Links, click How to apply for Head Start and you will find the application there). If you do not have access to a computer you can pick up an application at your prefer school main office. Once the application is complete you can return it to the Site Coordinator at your prefer School Site via email (please see below) or call to schedule an appointment to drop it off.

Documents Needed:

1. Birth Certificate (child must be 4 years old or 3 years old on or before September 1st of the school year. Certificado de Nacimiento (el niño(a) debe tener 4 o 3 años antes del 1ro de septiembre de este curso escolar)
2. Social Security Card (if available) Tarjeta de Seguro Social (si está disponible)
3. Proof of family income (last four check stubs; 1040 Tax Form; LES: or letter from employer). Prueba de sus ingresos financieros (últimos 4 cheques de pago, la forma 1040 de los Taxes, o una carta de su empleador)
4. Picture I.D. (parent or guardian). Identificación con fotografía (de los padres o guardianes)
5. Proof of Food Stamps, WIC , Subsidized Child Care (if applicable) Prueba de Sellos de Alimento, WIC, Cuidado Infantil Subvencionado (si aplica)
6. Child's Medical & Dental Health Insurance Card (if child has insurance) Tarjeta de Seguro Médico y Dental del Niño (si el niño (a) tiene seguro)

To return your completed application you can email it to the Site Coordinator at your prefer School Site below or call to schedule an appointment to drop it off.

Key Largo School- Katherine Kight- Katherine.Kight@keysschools.com

Tel: 305-453-1255 x57400

Stanley Switlik School – Isabel Vargas – Isabel.vargas@keysschools.com

Tel: 305-289-2490 x59309

Gerald Adams Elementary School- Latrice Pla- latrice.pla@keysschools.com

Tel: 305-293-1609 x51329 Horace O' Bryant School –Elizabeth Alvarez –

elizabeth.alvarez@keysschools.com

Tel: 305-296-5628 x65392

Please do not leave your application with the School front office. Call any of the numbers above to schedule an appointment to drop off your application to the Head Start, Site Coordinator