

FREE ½ day preschool for children who turn 4 on/before July 31



2017-2018 RAYTOWN PRESCHOOL



APPLICATION PROCESS

- Families must live in the school district and the child must be 4 years old on/before July 31, 2017
- Families must complete (choose one):
 - ✓ Online PRK Waitlist: http://earlychildhood.raytownschools.org/pk_expansion
 - OR**
 - ✓ Contact Tara Baker: Phone (816)268-7145 or Email tara.baker@raytownschools.org
- A PREK staff member will contact family about enrollment status. Families will be notified if their child is **ACCEPTED** or put on a **WAIT-LIST** depending on open student seats.
 - ✓ If your child is on a **WAIT-LIST**, families will be contacted when a seat becomes available.
 - ✓ If your child is **ACCEPTED**, families will have 5 business days to complete residency. If residency is not completed in 5 business days, child will be put on the wait-list. Residency is completed at the Residency Office. See below for address, hours and contact information.
 - **LOCATION:**
 - Residency Office: 10500 E. 60th Terrace, Raytown, MO 64133
 - (816) 268-7035 (P), (816) 268-7079 (F)
 - **DATES & TIMES:** Recommended to call before coming
 - Monday-Friday
 - 8:30 a.m. - 3:30 p.m
 - **WHAT TO BRING:** All Items listed below/back, Without required documents, child cannot be enrolled.

Please contact Tara Baker (816)268-7145 or tara.baker@raytownschools.org if you have any questions.

Documents Required for families who lease/own their own residence:

- Parent / Legal Guardian Photo ID **AND** Legal Guardianship Paperwork-IF APPLICABLE
- Student birth certificate **AND** Immunization Record
- Mortgage or Lease Agreement - Full lease, **students must be listed as occupants**
- A Current Gas or Electric bill 30 days old or less; electric bill preferred (**No Shut-off/ Final Notices and No Water/Sewer bills will be accepted**) If utilities are included in Lease, please provide another document for approval.
 - Car Title / Car Insurance Paper
 - Court/State/Government Documents
 - Life Insurance
 - Student Loan Information
 - Pay Check / Pay Stub
 - Unemployment Verification
 - Bank Statement

If you currently are living with a district family see back page for required documents. **Both families must be present for re-enrollment/residency**

FORM 2: Families who currently are living with a district family: **Both families must be present for re-enrollment/residency**

Documents required from **District Family:**

- Photo ID
- Mortgage or Lease Agreement- If the property is leased, the Form 2 family, parents/guardians and students will need to be added as occupants to the lease by the landlord.
- A Current Gas or Electric bill 30 days old or less - electric bill preferred (No Shut-off/ Final Notices and No Water/Sewer bills will be accepted) If utilities are included in lease, or no utilities in your name, please provide two additional documents for approval.
 - Car Title / Car Insurance Paper
 - Court/ State/ Gov't Docs
 - Life Insurance
 - Student Loan Information
 - Pay Check/Pay Stub
 - Unemployment Verification
 - Bank Statement

Documents required from **Family living with District Family (APPLICANT):**

- Parent / Legal Guardian Photo ID
- Original Student's Proof of Birth
- Student's Immunizations
- Legal Guardianship Paperwork - if applicable
- If the district resident's property is leased, members of the Form 2 family (parents/guardians and students) will need to be added as occupants to the lease by the landlord.
- Three proofs of residency documents upon enrollment; in which your name/address should appear on the following documents listed below:
 - Added to Light or Gas Bill
 - Car Title / Car Insurance Paper
 - Court/ State/ Gov't Docs
 - Life Insurance
 - Student Loan Information
 - Pay Check/Pay Stub
 - Unemployment Verification
 - Bank Statement