



Mailing address: 7675 Magnolia Ave, Riverside, Ca. 92504

Location address: 3995 Jefferson St, Riverside, Ca. 92504 (behind Ramona High School)

Tel (951) 352-8290 Fax (951)328-2538

## Preschool Eligibility and Registration Documents Needed

### **\*\*MUST PROVIDE THE FOLLOWING DOCUMENTS TO BEGIN THE ELIGIBILITY PROCESS:\*\***

#### **Total Countable Income for last 30 days (current and ongoing income before taxes for all adults included in family size):**

##### **\*Bring in all items that apply:**

- ☐ Current month's worth of printed paystubs with a year-to-date amount
- ☐ Passport to Services document from DPSS (TANF, Welfare, Cash Aid)
- ☐ Current W2 or Federal Tax return
- ☐ Disability, Unemployment (EDD), or Worker's Compensation award letter
- ☐ Proof of Alimony or Child Support (can be attained online at [www.childsup.ca.gov](http://www.childsup.ca.gov))
- ☐ Documentation of Commissions, Bonuses, Dividend, Interest, or Pensions
- ☐ Social Security payments verifications (SSI, SSDI, SSA)
- ☐ Verifications of Self-Employment including letter from the source of income, Profit and Loss statement for prior month, business card, bank statements, and business license
- ☐ Daily Laborer-fill out income declaration form and calendar

#### **ADDITIONAL ITEMS REQUIRED:**

- ☐ Proof of birth for enrolling child and any siblings under age of 18 (following forms are acceptable)
  - Birth certificate (original), court orders regarding child custody, adoption documents, foster care placement
- ☐ Yellow card or doctor's immunization record of enrolling child
- ☐ A Physical exam for enrolling child completed and stamped by a doctor, that includes:
  - Completed TB risk Assessment Screening
  - Results of blood test for anemia and lead levels
  - EXAM completed within a year
- ☐ 2 forms of address verification from any government mail, utilities (No Cable, Phone or Trash), medical statements, proof of insurance (home or car), pay stubs -*see district policy WITHIN LAST 30 DAYS*
- ☐ Copy of enrolling child's insurance card
- ☐ Current Picture ID of Parent (driver's license, passport, ID card) **\*Expired IDs will NOT be accepted**

#### **IF APPLICABLE:**

- ☐ Custody Paperwork/Guardianship placement papers from court
- ☐ Current IEP (Individual Education Plan)

**INCOMPLETE REGISTRATION PACKET WILL DELAY ENROLLMENT**