



Sheltering Arms

Documents Required for Application:

- ✓ **Birth Certificate/Confirmation of Birth** (passport, green/pink card also acceptable)
- ✓ **Social Security Card** (PreK Only)
- ✓ **Income** (1040 tax return, W-2, Wage Inquiry, Letter from Employer, TANF/SSI Award Letter, child support, unemployment, social security, etc. **NO CHECKSTUBS**)

If you did not work or are not currently working, you must provide a current **wage inquiry from the Department of Labor
Income required for **both parents if living in same household
- ✓ **Proof Address** (lease, mortgage statement, utility bill – power/water/gas) **If not in your name, provide **notarized letter** from person you live with AND a **lease/utility bill** in his/her name
- ✓ **Proof of Guardianship** (if applicable)
- ✓ **Proof of Insurance** (if child has health insurance)
- ✓ **IFSP/IEP** (if applicable – for children with special needs)

Documents Required for Enrollment:

These documents are not required to apply but will give your application priority if you provide them at the time of application:

- ✓ **Immunization Record** (Form 3231)
- ✓ **Health Check/Well-Child Check Up/Physical** (include results of Hematocrit/Hemoglobin screen at age 3 and Blood Lead Test done around 12-24 months, if applicable)
- ✓ **Dental Exam** (3 & 4 year olds only)
**Dental portion of EEDN acceptable if completed/signed by a dentist (DDS or DMD)
- ✓ **EEDN – Eye, Ear, Dental, Nutrition Screening** (Form 3300 – PreK Only)
- ✓ **Allergy/Medical/Dietary Documentation** (if applicable) – If your child has an allergy, dietary restriction (including milk), or medical issue (asthma, seizures, etc.), please bring instructions from child's doctor regarding necessary accommodations.