

 **Hamden Public Schools**

 **Hamden Early Learning Program**

**APPLICATION /ENROLLMENT PROCESS**

**Applications:**

* Enrollment Application can be found at:
1. [www.hamden.org](http://www.hamden.org)
* Teaching and Learning
* District Programs
* Hamden Early Learning Program
1. Call Director or Assistant Director at 203-407-2254 to have an application mailed to you
* Complete the enrollment application and return to one of the program school sites listed above or mail

to

Hamden Early Learning Program

35 Hillfield Road

Hamden, CT 06518

* Applications are accepted year round
* Enrollment subject to availability
* Highest number of openings June through September
* Waiting list are available

**Enrollment Process:**

1. Once you have completed and submitted the enrollment application, you will receive a call notifying you that your application has been received.
2. At this time, we will let you know if we have space available and at which of our sites.
3. If you choose to accept the available space, a registration date and tour will be scheduled.
4. If the site/space you want is not available, you can choose to be on the waiting list for your preferred site/space. A tour of all available sites can be arranged by contacting the Director/Assistant Director.
5. Gather the following documentation to bring with you to your orientation/registration appointment. Do not send this documentation with your application. Please note that your child cannot be enrolled without the following documentation.
6. Copy of original birth certificate of child
7. Copy of parent/guardian photo ID
8. Current Physical- The preschool physical examination form must be completed by a physician and returned before your child will be allowed to enter school.
9. Current Immunization Record
	1. Annual flu shot required for entry after December 31st.
10. Proof of Residency- both
	1. Current lease or mortgage
	2. Current utility bill
11. Verification of income- Minimum of one
12. Copy of last year’s tax return
13. Three consecutive pay stubs
14. Wages and tax statement (most recent W-2)
15. Verification of No income- Minimum of one
16. Free and Reduced lunch eligibility form
17. Notarized and signed written statement from family
18. Deposit
	1. $50 deposit for all School Readiness slots
	2. $100 deposit for all sliding fee slots
	3. **We only accept** **bank checks or money orders** made out to Hamden Early Learning Program- no personal checks or cash can be accepted.

**To schedule your registration/orientation contact:**

Tracy Myers- Director Nancy Carangelo- Assistant Director

 203-407-2254 203-407-2255

We look forward to talking with you!