

2019-2020 Preschool Recruitment Guidelines



One application, multiple options:

www.inghampreschool.org

Eligibility Guidelines

Early Head Start Eligibility:

Site Based

- Children age birth to 3 (born 9/2/2016 or after)
- Family income below 100% FPL
- All parents in the household must be working or in school at least 30 hours per week
- May be foster children, or homeless
- Limited openings, highest need given priority

Home Visiting

- Children age birth to 3 (born 9/2/2016 or later)
- Family income below 100% FPL
- Parents do not have to be working or in school
- May be foster children, or homeless
- Home visitors help families with learning based activities in the families home

Head Start Eligibility:

- 3 and 4 year old children (born between 9/2/2014 and 9/1/2016)
- Family income below 100% FPL
- May be foster children, or homeless

GSRP Eligibility:

(Great Start Readiness Program)

- 4 year old children (born between 9/2/2014 and 12/1/2015)
- Family income below 250% FPL
Unless:
 - * Foster child, homeless, or IEP with inclusive setting
- Must be prioritized by quintiles– lowest to highest income
- Additional risk factors should be considered in prioritization
- Children born after 9/1/15 but before 12/1/15 can only be enrolled after September 1st
- Children with family income over 250% can only be enrolled after September 1st and only up to 10% of slots

Additional Options:

Home Visiting:

- Birth to 5
- Priority given to 3 year olds
- Families must reside within IISD catchment area

Play and Learn Groups:

- Birth to 5
- Families must reside within IISD catchment area

FPL Chart & GSRP Eligibility Factors

2019 Federal Poverty Level Chart

Household Size	Federal Poverty Level 0-50% (HS Eligible)	Federal Poverty Level 51-100% (HS Eligible)	Federal Poverty Level 101-150%	Federal Poverty Level 151-200%	Federal Poverty Level 201-250%
1	\$6,030	\$12,490	\$18,735	\$24,980	\$31,225
2	\$8,120	\$16,910	\$25,356	\$33,820	\$42,275
3	\$10,210	\$21,330	\$31,995	\$42,660	\$53,325
4	\$12,300	\$25,750	\$38,625	\$51,500	\$64,375
5	\$14,390	\$30,170	\$41,635	\$60,340	\$75,425
6	\$16,480	\$34,590	\$51,885	\$69,180	\$86,475
7	\$18,570	\$39,010	\$58,515	\$78,020	\$97,525
8	\$20,660	\$43,430	\$65,145	\$86,860	\$108,575

Income includes:

- Total cash receipts
- Wages or salary **before deductions**
- Net income from self employment
- Social Security
- Retirement
- Unemployment Compensation
- Strike benefits
- Worker's Comp
- Veterans Benefits
- Public Assistance (TANF, SSI, EAP, etc)
- Training Stipends
- Alimony
- Child Support
- Military Family Allotments
- Regular support from someone not living in the house
- Private and Govt. Pensions
- Insurance or Annuity Payments
- College Scholarships
- Grants
- Fellowships
- Interest/Dividends
- Rental Income
- Estate or Trust
- Gambling or Lottery Winnings

GSRP Risk Factor	Definition
1. Low Family Income	Equal to or less than 250% of Federal Poverty Level.
2. Diagnosed disability or identified developmental delay	Child is eligible for special education services or child's developmental progress is less than expected for his/her chronological age, or chronic health issues cause development or learning problems.
3. Severe or challenging behavior	Child has been expelled from preschool or child care center, or child's behavior has prevented participation in another group setting.
4. Primary home language other than English	English is not spoken in the child's home; English is not the child's first language.
5. Parent/guardian with low educational attainment	Parent has not graduated from high school or is illiterate.
6. Abuse or neglect of child or parent	• Domestic, sexual, or physical abuse of child or parent; child neglect issues. • Abuse of alcohol, prescription or non prescription drugs by family members in the home. • Child Protective Services report.
7. Environmental Risk	• Parent loss due to death, divorce, incarceration, military service due to absence. • Sibling issues (chronic illness, behavior, disability, death). • Teen parent (not age 20 when first child is born). • Family is homeless or without stable housing.

Head Start Locations and Benefits

East Lansing

Towar Garden

6223 Towar Garden
East Lansing, MI 48823

Holt

Midway Ele. School

4552 Spahr Ave.

South Cedar

2357 Delhi Commerce Dr
Holt, MI 48842

Leslie

Leslie Public Schools

212 Pennsylvania St
Leslie, MI 49251

Waverly

Colt Ele. School

4344 W. Michigan Ave

Haslett

MSU CDL-Wilshire Ele

5750 Academic Way
Haslett, MI 48840

Mason

James Harvey Center

400 S. Cedar St
Mason, MI 48854

517-482-1504

Lansing

Baker

840 Baker Ave.
Lansing, MI 48910

Harley Franks

2924 Newark Ave
Lansing, MI 48911

LaRoy Froh

2400 Reo Rd
Lansing, MI 48911

Pine St

600 W. Maple Lansing, MI 48906

Beginnings Child Care

525 N. Pennsylvania Ave
Lansing, MI 48912

Hildebrandt

3140 N. Turner St
Lansing, MI 48906

Maplehill

640 Maplehill
Lansing, MI 48910

Grand River

1107 E. Grand River
Lansing, MI 48906

Jenison

727 N. Jenison Ave
Lansing, MI 48915

Miller Rd

300 W. Miller Rd
Lansing, MI 48911

Early LCC

601 N. Washington Ave
Lansing, MI 48933

Kidtime Child Dev. Center

3320 S Pennsylvania Ave
Lansing, MI 48910

Mt. Vernon

3338 N. Waverly Rd
Lansing, MI 48906

517-482-1504

Early Head Start Locations and Child Care Partners:

Jenison-727 N. Jenison Ave, Lansing • Grand River—1107 E. Grand River, Lansing • Beginnings Child Care-525 N Penn. Lansing • Cradles to Crayons 4711 S. MLK Blvd, Lansing • EC3—1715 W. Main St, Lansing • Happy Elephant—4010 W. Mich Ave, Lansing • Little Blessings Day Care Center—2930 N. Grand River or 3025 Cynwood, Lansing • Small Folks Dev. Center— 3140 S. Penn, Lansing • K's Precious Care— 824 W. Shiawassee, Lansing • Sharron Cooney— 2920 Norwich, Lansing • Tammy Bristol-Aldrich— 2672 Morning Glory, Okemos • Haslett— 1546 Haslett Rd, Haslett

517-372-9411

www.cacsheadstart.org



Head Start offers eligible families a variety of services including but not limited to:

- GED/HS Completion
- Parenting Workshops
- Early Intervention Specialists
- Wrap around care
- Dental and Health Support
- Nutritionist
- Support for families experiencing homelessness or abuse /neglect
- Connection to community services
- High quality curriculum and assessments
- Nutritious meals

GSRP Locations

Dansville 517-623-6904
Dansville Preschool and Child Dev. Center
 1317 Mason St Dansville, MI 48819

East Lansing 517-333-7439
Donley Elementary
 2961 E. Lake Lansing Rd
Pinecrest Elementary
 1811 Pinecrest Dr
 East Lansing, MI 48823

Haslett 517-339-6045
Wilkshire Ele.– MSU CDL
 5750 Academic Way
 Haslett, MI 48840

Holt 517-699-3454
Midway Elementary School
 4552 Spahr Ave. Holt, MI 48842

Okemos 517-706-5023
Edgewood Early Childhood Center
 1862 Osage Dr. Okemos, MI 48864

Leslie 517-589-5151
Jean Ekins FLC
 460 Kimball St
Leslie Middle School
 400 Kimball St..
Woodworth Elementary
 212 Pennsylvania St.
 Leslie, MI 49251

Mason 517-676-6528
James Harvey Center
 400 S. Cedar St
 Mason, MI 48854

Stockbridge 517-851-8222
Smith Elementary School
 100 Mills Ave. Stockbridge, MI 49285

Webberville 517-521-3071
Webberville Elementary School
 201 N. Main St.
 Webberville, MI 48892

Williamston 517-655-4637
Kids Corner
 420 Highland St.
 Williamston, MI 48895

Lansing

517-755-3390

Averill Elem:
 3201 Averill Dr.
 Lansing, MI 48911

Cavanaugh Elem
 300 W. Cavanaugh
 Lansing MI 48910

Cumberland Elem
 2801 Cumberland St
 Lansing, MI 48906

Gier Park Elem
 401 E. Gier St
 Lansing, MI 48906

Forest View Elem
 3118 Soneleigh Dr
 Lansing, MI 48910

Kendon Elem
 827 Kendon Dr
 Lansing, MI 48910

Lewton Spanish Immersion
 2000 Lewton Place
 Lansing MI 48911

Lyons Elem
 2901 Lyons Ave
 Lansing, MI 48910

Pattengill Biotech. Mag.
 815 N. Fariveiew Ave
 Lansing, MI 48912

Post Oak Chinese
 2320 Post Oak Ln.
 Lansing, MI 48912

Reo Elem
 1221 Reo Rd
 Lansing, MI 48910

Riddle Elem
 221 Huron St
 Lansing, MI 48915

Wexford Academy
 5217 Wexford Rd
 Lansing, MI 48911

Willow Elem
 1012 W. Willow St.
 Lansing, MI 48915

Enrollment Office– Lansing School District Dr. Eva Evans Welcome Center

2400 Pattengill Ave
 Lansing, MI 48910

Community Based Organizations

Early LCC
 601 N. Washington Sq.
 Lansing, MI 48933
517-483-1100

Kidtime Child Development. Center
 3320 S Pennsylvania Ave
 Lansing, MI 48910
517-887-6673

Liz’s Breadcrumbs
 1518 S. Washington Ave
 Lansing, MI 48910
517-485-5280

Additional Opportunities

Ingham Play & Learn Groups:

FREE, fun, hour long interactive activities for families to enjoy with their children ages birth to kindergarten entry. Trained Parent Educators provide:

- Story Time • Singing • Play Dough • Sensory Table • Peer Interaction • Music • Movement
- Creative/Art Activities • Exploration



Locations:	Faith Lutheran Church 4515 Dobie Rd, Okemos	Okemos Public Library 4321 Okemos Rd, Okemos	
East Lansing Library 950 Abbott Rd	Harley Franks ECC 2924 Newark Ave, Lansing	Fenner Nature Center 2020 E. Mt. Hope, Lansing	Foster Community Center 200 N. Foster, Lansing
Grand River Head Start 1107 E. Grand River, Lansing	South Cedar Library 3500 S. Cedar, Lansing	Haslett Community Ed 1590 Franklin St, Haslett	Mason First United Methodist 201 E. Ash St., Mason
Midway Early Learning 4552 Spahr Ave, Holt	Impression 5 Science 200 Museum Dr, Lansing	Stockbridge Heritage Elem. 222 Western Ave, Stockbridge	White Pine Academy 510 Russell St., Leslie

Locations are subject to change. Space is limited and families must register before attending. **To register call 517-244-1267**

Early On and Build Up Michigan

For families concerned that their child could have a developmental delay or disability, a referral should be made to Build Up Michigan or Early On. There are a range of conditions that could potentially impact a child's learning ability including; speech/language impairment, cognitive impairment, Autism Spectrum Disorder, emotional impairment, traumatic brain injury, hearing or visual impairment, Early Childhood Developmental Delay or a Specific Learning Disability. Intervening early can in many cases resolve, or at least limit, a child's roadblock to learning. This service will connect families with children ages birth-five with a specialist that will evaluate their child's needs.



To make a referral call 517-244-4514.

Great Parents, Great Start Home Visiting Services

- Home visits for families that focus on age-appropriate learning activities, child development, and family support. The current focus is primarily families of 3-year olds;
- Connection for families to other community resources and/or early childhood programs and services. Links families to multiple services and activities in Ingham County. **To make a referral call: 517-244-1433**

Great Start to Quality

Great Start to Quality makes your search for child care, preschool and school-age only programs easier. GSC gives you tips to make an informed decision and the confidence of knowing you chose the care in your area that best suits your family's needs.

To search for child care, or preschool programs visit.

www.greatstarttoquality.org

Drop In Childcare

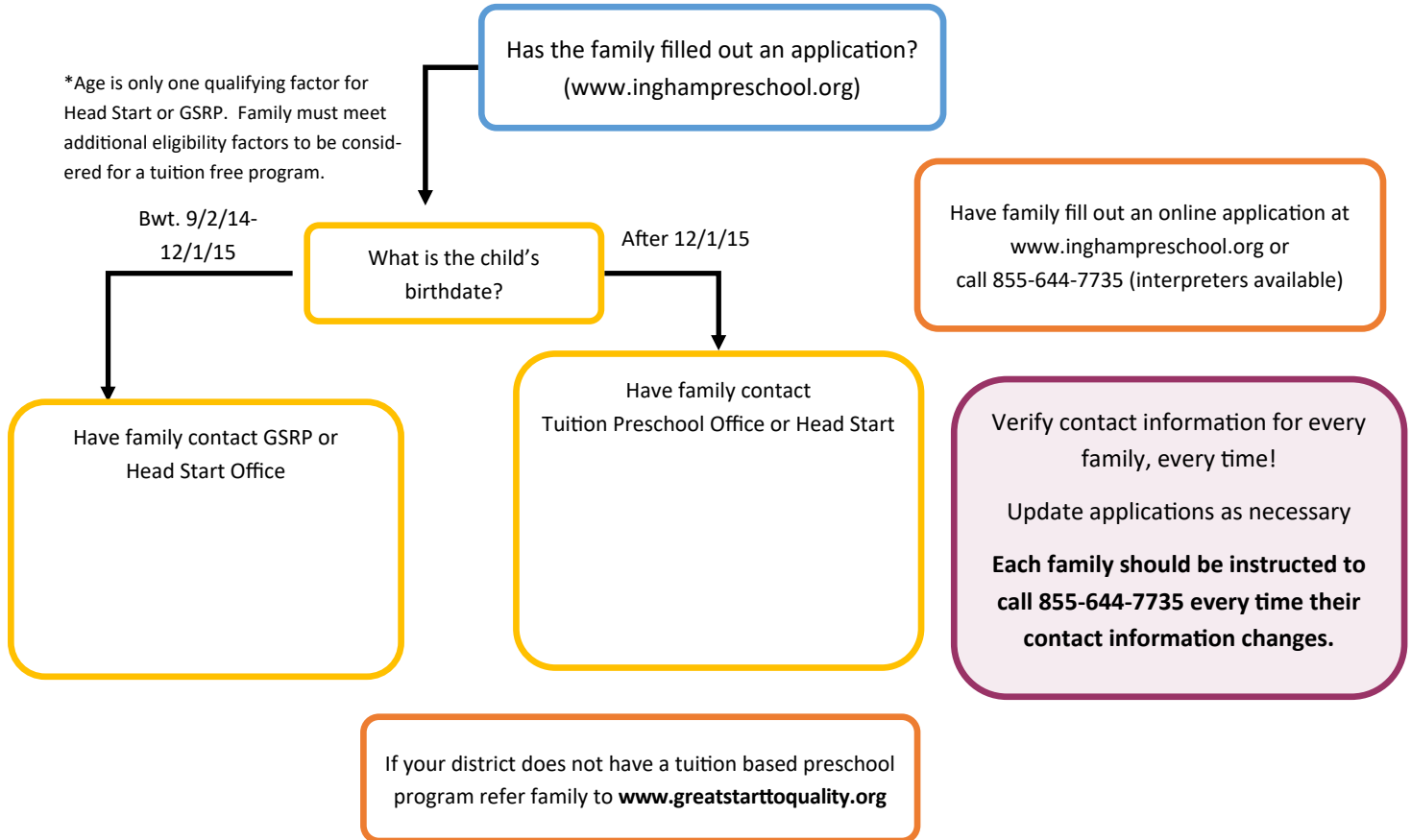
It is a place for children to enjoy FREE drop-in childcare for children 6 weeks through 5 years of age. A nominal fee is charged to higher income families.

For more information call 517-371-1347.



Preschool Referral Flow Chart

In order to provide a positive experience for families, each site should be prepared to help every family apply for preschool, and explain next steps. This flow chart will assist with that process. Please follow the steps below with every family that contacts you. You should encourage every family to fill out an application .



Next Steps

For families that appear to be eligible for a tuition free preschool placement, share the following information.

Eligibility needs to be verified before making a final determination.

Program placement is prioritized based on family need and enrollment is not guaranteed.

Determination of program eligibility may not be final until late summer.

Families should bring the following items to their enrollment interview:

- Guardianship Paperwork (if applicable)
- Proof of Income
- Copy of Insurance Card
- Immunizations
- Health Appraisal

Communication/Enrollment

January/ February/March	April/May	June	July/August	September	October
Applications will be rolled over and sent to your 18-19 queue	Make 2nd and 3rd contact attempts, & collect documentation	Begin notifying families of enrollment starting with lowest income first	Prioritize applications based on FPL quintile and risk factors and enroll	Begin enrolling children born after 9/1/15 but before 12/2/15	Begin enrolling Out of County children
Make initial contact and share enrollment timeline	Begin to prioritize applications based on FPL quintile and risk factors	Prioritize applications based on FPL quintile and risk factors	Share with families important dates (Start date, open house, etc.)	Begin enrolling over income GSRP eligible, if open spots are available	
Plan and share outreach at upcoming school functions	Prepare enrollment packets (start dates, open house, home visits, etc)	Participate in outreach events	Participate in outreach events	Request yard signs for locations with openings	
Begin collecting documentation for enrollment	Plan for summer outreach events— Coordinate with Wendy Boyce				

*Families should be asked if their contact information has changed during each contact, and applications updated if necessary.

**Prioritization based on FPL and risk factors must continue through out enrollment period.

***At least 3 attempts must be made to contact a family, and applications must be sent back, right away if you are unable to contact or if family is not eligible or wants a different program

Quintile Enrollment

Quintile 1	Quintile 2	Quintile 3	Quintile 4	Quintile 5	Over Income	Over Income
0-50% FPL Foster Child; Homeless; IEP-Inclusive Setting	51-100%	101-150%	151-200%	200-250%	250-300% Not over 10% of slots	Over 300% Not over 10% of slots

Children born after 9/1/15 but before 12/2/15, who are income eligible must be enrolled before over income families regardless of age. Neither early entry children, nor over income children can be enrolled before 9/1/19

Programs must contact a family within **10 business days** of receiving an application

- Initial communication can be any method you choose (email, postal, phone, etc.)
- Subsequent contact should be in the method chosen by the family
- Each communication attempt must be recorded in the notes section of the application

Communication Templates

Over Income:

Based on the income information on the application, your family exceeds the income eligibility threshold to enroll into the Great Start Readiness Program tuition-free preschool. However, there is a provision in the state law, that if all children who meet the income eligibility guidelines have been enrolled and there are still openings available, programs may enroll children who exceed the income eligibility threshold, using criteria the Michigan Department of Education has established.

To comply with the state law and to allow all children who meet the income eligibility threshold the opportunity to enroll, Ingham ISD has established the policy that children who exceed the income eligibility threshold will be not be able to enroll after **September 1, 2019**, pending there are openings available.

This provision in no way guarantees enrollment into the Great Start Readiness Program, and many families who exceed the GSRP income eligibility threshold pursue a tuition preschool program placement for their child, since there is no guarantee of GSRP enrollment.

Children who are not eligible for GSRP:

Based on the birthday and income information provided on the application, (name) is not eligible for tuition free preschool placement for the 2017/18 school year; however there are other early learning opportunities such as tuition preschool programs, Parent/Child playgroups, low to no cost drop-in childcare, or home visits that are available. If you are interested in any of these opportunities, think the information on the application is incorrect, or have any questions regarding eligibility, please contact me through email at (email address) or by giving me a call at (phone number) at your earliest convenience.

There is no need to fill out another application for (name) in future years; Ingham ISD will keep the application in our system, and you will be contacted in the spring of subsequent years regarding tuition-free preschool program eligibility and enrollment opportunities.

Out of County:

Families living outside the Ingham Intermediate School District boundaries are eligible to enroll in a GSRP program after October 1, 2019 if they meet eligibility criteria, and if there are openings in that program. Ingham ISD and the resident ISD must agree to that this child's needs are best met in an Ingham ISD program and not their resident district. This agreement must be signed before the child can be enrolled.

Children who were born between 9/2/15 and 12/1/15 and are GSRP eligible:

The law regarding age eligibility for enrollment into the Great Start Readiness Program states that children must be 4 years of age on or before September 1, 2019 to be age eligible for the program. However, a provision exists for children who turn 4 years old between September 2 and December 1, 2019, to request enrollment into the program on an early entry waiver. Based on the birthday and income information provided on your child's www.inghampreschool.org application, he/she may be eligible to be enrolled into a GSRP program for the 2018/19 school year on an early entry waiver. There is no hard copy of a waiver for parents to submit; the www.inghampreschool.org application in and of itself is what is necessary to request the early entry waiver.

State law also requires that children who are requesting an early entry waiver not be considered for enrollment until after September 1, 2019, pending any open slots available at families' preferred locations after September 1, 2018. The early entry waiver in no way guarantees enrollment into GSRP, and programs must follow the Enrollment Process flowchart developed by the Michigan Department of Education when enrolling children. You will be contacted after September 1, 2019, if any GSRP slots are available at your preferred location.

GSRP and HS Options

District or Organization	Full Day/ Part Day Tuition Free Options	Tuition or Child Care Options	Transportation Available	Schools of Choice Policy
CACS Head Start	Both full and part day	Limited wrap around care	Limited transportation	All eligible families within service area
Dansville Preschool and Child Development Center	Full day	Both tuition preschool and child care	No	All eligible families within IISD service area
East Lansing Public Schools	Full day	No	Limited transportation	Priority given to in district families
Haslett—MSU CDL	Part day	Both tuition preschool and child care	No	Priority given to in district families
Holt Public Schools	Full day	Both tuition preschool and child care	Limited transportation	Priority given to in district families
KidTime Child Development Center	Full day	Both tuition preschool and child care	No	Priority given to current families
Lansing School District	Full day	No	Limited transportation	All eligible families within IISD service area
Leslie Public Schools	Both full and part day	Both tuition preschool and child care	Limited transportation	All eligible families within IISD service area
Liz’s Breadcrumbs Day Care Center	Full day	Both tuition preschool and child care	No	All eligible families within IISD service area
Mason Public Schools	Full day	Tuition preschool	Limited transportation	Priority given to in district families
Okemos Public Schools	Part day	Both tuition preschool and child care	No	Priority given to in district families
Stockbridge Community Schools	Full day	Tuition preschool	Limited transportation	All eligible families within IISD service area
Webberville Community Schools	Part day	Tuition preschool	No	All eligible families within IISD service area
Williamston Community Schools	Part day	Tuition preschool	No	All eligible families within IISD service area

Frequently Asked Questions

When I complete the application, does that mean my child will be enrolled?

Completing an application does not guarantee enrollment in a program. The application form is the first step in the process to apply for preschool. It helps us connect you with the program that you feel is best for your family. After completing the application, you may still need to provide income, additional information to verify eligibility, and complete the enrollment process. Priority for enrollment is based on family income and additional life experiences. You will be contacted by a program advisor who will discuss next steps with you.

I filled out an application early. Does that mean I am more likely to get in?

While it is a good idea to fill out your Interest Form as soon as possible, it generally does not impact the chances of your child getting into a particular program. Decisions to accept students are made based primarily on family income, and additional life experiences.

How are children selected for the preschool programs?

Tuition free programs are required to follow prioritization guidelines when enrolling children into families. Eligibility is primarily based on family income (federal poverty level), life experiences and child's age. Head Start and Great Start Readiness programs are federally funded or funded by the Michigan Department of Education and have a defined list of eligibility factors. Preschool Interest Forms are reviewed for Head Start eligibility first. Each child must qualify for the preschool program based on guidelines that include income verification and documentation of other school readiness risk factors.

I receive food stamps, Medicaid or WIC. Does that mean I am eligible?

Not necessarily. If you receive government assistance, your child may be income eligible for preschool. However, you are not automatically eligible for preschool because you receive food stamps, Medicaid or WIC.

The application allows me to pick three programs. Does that mean my application will be sent to all three?

No, indicating three program preferences does not mean your application will be sent to all three. Applications are sent to one program at a time. We always try to honor parent request and send an application to your first preference, but if that program is full or has a school of choice policy that limits your child's enrollment, we may send your application to your second or third choice.

Contact Us

Every Person Every Time

Every person that could potentially communicate with parents about preschool, enrollment or applications should be trained and given this guide for reference.

Still have questions? We are happy to help!

Wendy Boyce

Outreach/Parent Liaison

GSRP Specialist

517-244-1246

wboyce@inghamisd.org

Danielle Redman

Program Liaison

GSRP Technician

517-244-1381

dredman@inghamisd.org

Notes



Ingham Intermediate
School District
A Regional Educational Service Agency



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