

Early Childhood Enrollment Application

KOOTASCA Head Start
201 NW 4th St, Suite 130 • Grand Rapids, MN 55744
218.999.0814 • Fax 999-0842

2232 E 2nd Ave • International Falls, MN 56649
218.283.9491 • Fax 283-9855
www.kootasca.org



Invest Early Project
820 NW 1st Ave • Grand Rapids, MN 55744
218.327.5850 • Fax 327-5851
www.investearly.org




School Readiness
ISD 316 • Greenway Schools 218.247.7306
ISD 317 • Deer River Schools 218.246.8860
ISD 318 • Grand Rapids Schools 218.327.5850
ISD 319 • Nashauk-Keewatin School 885.1280 x52101
ISD 363 • Northome 218.897.5275 x152

Thank you for your interest in our Early Childhood Programs.

Please remember, in completing this application, you are applying for all the above programs. Completing your application does not necessarily mean you have been accepted into any of these programs.

Please complete and return the following items:

Steps	Name of Document to be Completed	Action Required
1.	Tennessee Warning	Read carefully, sign, date & return.
2.	Application for Enrollment	Print clearly, completely fill-in, use legal names, sign, date & return.
3.	<p>Income Verification (<i>An interview with parent(s) will be conducted</i>)</p> <p>a) <input type="checkbox"/> Public Assistance – provide statement showing cash payments. b) <input type="checkbox"/> Foster Care – provide placement letter. c) <input type="checkbox"/> Supplemental Security Income (SSI) – provide award letter. d) <input type="checkbox"/> Homeless – provide a personal, written letter that is signed and dated.</p> <p> here if any item above (A thru D) is true. Child automatically qualifies for enrollment and will be placed in a classroom when an opening becomes available.</p> <p>e) <input type="checkbox"/> 2019 Income Tax Form (1-page showing adjusted gross income, OR W-2). f) <input type="checkbox"/> Pay Stub copies – provide for last 3 months. g) <input type="checkbox"/> Unemployment Statement. h) <input type="checkbox"/> Child Support / Spousal Support / College Scholarship or Grants provide documentation. i) <input type="checkbox"/> Pension / Veteran's Benefits / Private Disability / Social Security (other than SSI) – provide Award Letter. j) <input type="checkbox"/> Self Employment - provide documentation. k) <input type="checkbox"/> No Financial Resources - provide a personal, written letter that is signed and dated from each adult who is supporting the applicant, stating they have no income.</p>	<p>Provide proof of either A thru D; OR applicable items E thru K.</p> <div data-bbox="1079 886 1518 1087" data-label="Image"> </div> <div data-bbox="1101 1150 1529 1354" data-label="Text" style="border: 1px solid black; padding: 5px;"> <p><i>After your application is processed, we will contact you. Our Application process can take up to 45 days, or more. Thank you for applying.</i></p> </div>
4.	Physical & Dental Examinations	If your child receives a slot in our program, current exams will be required.
5.	Birth Certificate for each applicant	If your child receives a slot in our program a copy of their birth certificate will be required.
6.	Early Childhood Screening (<i>required for children 3 & older</i>)	If your child receives a slot in our program an Early Childhood Screening will be required. If one has been completed, please provide a copy.

Thank you for mailing, emailing, faxing or delivering your fully completed application to one of the addresses below:

Haley O'Fallon HeadStartAdmin@kootasca.org	877.687.1163 218.999.0814 Fax 999.0842	KOOTASCA Head Start 201 NW 4th St, Suite 130 Grand Rapids MN 55744	Serving residents of KOOTASCA Head Start Region
Kate O'Brien investearly@isd6070.org	218.327.5850 Fax 327.5851	Invest Early Project 820 NW 1 st Ave Grand Rapids MN 55744	Serving residents of Itasca County

Upon request, this information will be made available in alternate formats, such as Braille, computer disk or large print. KOOTASCA Community Action Inc. and the Invest Early Project are both Equal Opportunity Provider's and Employer's.

Tennessee Warning

Your Privacy Rights

This sheet tells you about your rights under the Minnesota Government Data Practices Act ("the Act"). This Act protects your privacy, but also lets us give information about you to others if a law requires it AND we tell you before we do it. The information below tells why and when we will ask for and give information about you. Under the Act, information about individuals is divided into four categories.

What kind of information do we collect?

- Public Information: Information about you that is available to anyone.
- Private Data: Information about you that can be shared only if you give us your permission or if a law allows or requires us to share the information.
- Confidential Information: Information about you that cannot be shared about you.
- Summary Information: Information about you that does NOT identify you personally, which may be shared with others, generally for reporting purposes.

Generally, we only ask for two types of information from you, public and private information. We use summary information for reports but it does not identify you or anyone else by name or other identifying information.

Why do we ask you for this information?

We ask this information so we can:

- Enroll your child in an Early Childhood Education Program.
- Tell you apart from other persons with the same or similar name.
- Decide if you can receive services from us, and what or how much you can receive.
- Help you obtain financial or social services from other agencies or companies.
- Make reports, do research, audits and evaluate our programs.
- Collect money from the government for help we give you.

Do you have to answer the questions we ask? What will happen if you do not answer the questions we ask?

Generally, you do not have to give us information. However, if you do not provide us the information, we may not be able to determine whether we can help you, or get help for you from other agencies.

Who else may see this information?

A third-party entity will evaluate the effectiveness of the ECE Scholarships program for the Minnesota Department of Education. That entity is bound by Minnesota's data practices and privacy laws and may not share your data with any other private entities but will share its evaluation with the Minnesota Department of Education. We may also give the data you have provided to the Legislative Auditor, the Minnesota Department of Human Services and any law enforcement agency or other agency with the legal authority to access the information, and anyone authorized by a court order.

How else may this information be used?

We can use or release this information only as stated in this notice unless you give us your written permission to release the information for another purpose or to release it to another individual or entity. The information may also be used for another purpose should the United States Congress or the Minnesota Legislature pass a law allowing or requiring us to release the information or to use it for another purpose.

You have the right to copies of information we have about you.

- You may ask if we have any information about you.
- If we have information about you, you may ask for copies.
- You may give other people permission to see and have copies of private data about you.
- If you do not understand the information, you may ask to have it explained to you.
- You may ask for and receive a copy of the agency's Data practices policy.

How long will my data be kept?

Your data will be maintained for up to nine years.

How do you appeal if you think information is not accurate or complete?

Call the **Invest Early Project 218-327-5850**. Your objection may also be in writing and sent to **820 NW 1st Avenue, Grand Rapids MN 55744**. If applying strictly for **Head Start** call the **KOOTASCA office at 218-999-0814**. Your objection may also be in writing and sent to **201 NW 4th Street; Suite 130, Grand Rapids, MN 55744**. You must tell us why the information is not accurate or complete. You may send your own explanation of the facts you disagree with. Your explanation will be attached any time that information is shared with another agency. For more information on how to do this, please call the Invest Early Project office.

If you have any questions about the information on this form, please call the Early Childhood Education Program listed above

Student Applicant Last Name

Student Applicant First Name

Student Middle Name

Parent / Guardian Signature

Date

Please
**SIGN &
DATE**

Early Childhood • Enrollment Application

FC Homeless MFIP SSI

Date App Rec'd _____ Age by Sept 1 _____ yrs _____ mo ← Office Use only → IRScore _____ RFScore _____ Annual Gross Income Verified By _____ Date _____

STUDENT APPLICANT INFORMATION

<u>Student Applicant Last Name</u>	<u>Student Applicant First Name</u>	<u>Middle Name</u>	<u>Suffix</u> <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> _____	<u>Student Race</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Hawaiian/Pacific Islander
<input type="checkbox"/> Male <input type="checkbox"/> Female		<u>Mom's 1st Name</u>	<u>Dad's 1st Name</u>	

<u>Student Street Address</u>	<u>P.O. Box</u>	<u>City</u>	<u>County</u>	<u>State</u> MN	<u>Zip Code</u>
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<u>Student Date of Birth</u>	<u>Is Student a US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Student has a Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Student Language</u> 1 st Language - <input type="checkbox"/> English <input type="checkbox"/> Other _____ 2 nd Language - <input type="checkbox"/> Other _____ <input type="checkbox"/> English	<u>Student Health Insurance Type</u> <input type="checkbox"/> MA-IM Care/MN Care <input type="checkbox"/> Medicare <input type="checkbox"/> HMO <input type="checkbox"/> Indian Health <input type="checkbox"/> Private <input type="checkbox"/> None
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Does Student have an IEP? Yes No Does Student receive mental health services? Yes No

<u>Female Guardian Name:</u>	<u>Home/Cell #</u> <u>Work/Alternate #</u>	<u>Male Guardian Name:</u>	<u>Home/Cell #</u> <u>Work/Alternate #</u>
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Opt in for text messages? Yes No Cell # _____

<u>Additional Contact Person Name</u>	<u>Phone Number</u>	<u>Relationship to Student Applicant</u>
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Student Applicant Concerns (please place an "x" by ALL concerns)

Premature/Low Birth Weight High Risk Pregnancy Birth Defects/Chronic Illness Medical Speech/Language Behavior
Separation Anxiety Child with no Group Experience Development Concerns Other _____

HEAD OF FAMILY INFORMATION (HOF)

<u>HOF Last Name</u>	<u>HOF First Name</u>	<u>Middle Name</u>	<u>Suffix</u> <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> _____	<u>HOF Race</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Hawaiian/Pacific Islander
<input type="checkbox"/> Male <input type="checkbox"/> Female		<u>Maiden Name</u>		

<u>HOF Relationship to Student Applicant</u> <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Foster Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other Relative <input type="checkbox"/> Other _____	<u>HOF Marital Status</u> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Living Together <input type="checkbox"/> Never Married	<u>HOF Vet Status</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Active Duty	<u>HOF Housing Type</u> <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Homeless <input type="checkbox"/> Shelter <input type="checkbox"/> Living with Extended Family	<u>HOF Family Type</u> <input type="checkbox"/> Single Person <input type="checkbox"/> Single Parent/Female <input type="checkbox"/> Single Parent/Male <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Foster <input type="checkbox"/> Grandparent/Child <input type="checkbox"/> Non-Custodial Care Giver
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<u>HOF Date of Birth</u>	<u>Last 4 Digits of Social Security #</u>	<u>US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Highest Level of Education</u> <input type="checkbox"/> If less than high school diploma highest grade completed _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Some College but no Degree Degree Currently Pursuing: _____ <input type="checkbox"/> Trade School <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree	<u>Student Health Insurance Type</u> <input type="checkbox"/> MA-IM Care/MN Care <input type="checkbox"/> Medicare <input type="checkbox"/> HMO <input type="checkbox"/> Indian Health <input type="checkbox"/> Private <input type="checkbox"/> None
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<u>HOF Employment</u> <input type="checkbox"/> Full Time Average Weekly Hr _____ <input type="checkbox"/> Part-Time Average Weekly Hr _____ <input type="checkbox"/> Unemployed, Seeking Employment <input type="checkbox"/> Unemployed, NOT Seeking Employment <input type="checkbox"/> Retired	<u>HOF Language</u> 1 st Language <input type="checkbox"/> English <input type="checkbox"/> Other _____ 2 nd Language <input type="checkbox"/> Other _____ <input type="checkbox"/> English	<u>Does Family Receive CCAP Funds?</u> (Child Care Assistance Program thru Itasca County) <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>HOF Email Address</u> Opt in for email messages? <input type="checkbox"/> Yes <input type="checkbox"/> No Email _____
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Family Concerns (please place an "x" by ALL concerns)

Medical/Health Issues Living with extended family Adult Disability History of Chemical Abuse Recent Divorce/Loss
Homeless/Transitional Transportation Unemployment Teen Parent Parent absent for extended period Other _____

ADDITIONAL HOUSEHOLD MEMBERS DEMOGRAPHICS

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u> <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> _____	<u>Race</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Hawaiian/Pacific Islander
<input type="checkbox"/> Male <input type="checkbox"/> Female		<u>Maiden Name</u>		

<u>Relationship to Student Applicant</u> <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Foster Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Other Relative <input type="checkbox"/> Sibling <input type="checkbox"/> Other _____	<u>Marital Status</u> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Living Together <input type="checkbox"/> Never Married	<u>Vet Status</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Active Duty	<u>Language</u> 1 st Language <input type="checkbox"/> English <input type="checkbox"/> Other _____ 2 nd Language <input type="checkbox"/> Other _____ <input type="checkbox"/> English	<u>Health Insurance Type</u> <input type="checkbox"/> MA-IM Care/MN Care <input type="checkbox"/> Medicare <input type="checkbox"/> HMO <input type="checkbox"/> Indian Health <input type="checkbox"/> Private <input type="checkbox"/> None
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<u>Date of Birth</u>	<u>US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Highest Level of Education</u> <input type="checkbox"/> If less than high school diploma highest grade completed _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Some College but no Degree Degree Currently Pursuing: _____ <input type="checkbox"/> Trade School <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree	<u>Employment</u> <input type="checkbox"/> Full Time Average Weekly Hr _____ <input type="checkbox"/> Part-Time Average Weekly Hr _____ <input type="checkbox"/> Unemployed, Seeking Employment <input type="checkbox"/> Unemployed, NOT Seeking Employment <input type="checkbox"/> Retired
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I certify there are a total of _____ members of my household dependent upon the income I submitted and that the above information is true and correct and that Early Childhood staff may verify the information.

<u>Parent / Guardian Signature</u>	<u>Date</u>
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ADDITIONAL HOUSEHOLD MEMBERS DEMOGRAPHICS

<u>Last Name</u>		<u>First Name</u>		<u>Middle Name</u>	<u>Gender</u> <input type="checkbox"/> Male <input type="checkbox"/> Female	<u>Race</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Hawaiian/Pacific Islander	
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<u>Date of Birth</u>	<u>US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Highest Level of Education</u> <input type="checkbox"/> If less than high school diploma highest grade completed _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Some College but no Degree Degree Currently Pursuing: _____		<u>Employment</u> <input type="checkbox"/> Trade School <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Full Time Average Weekly Hr _____ <input type="checkbox"/> Part-Time Average Weekly Hr _____ <input type="checkbox"/> Unemployed, Seeking Employment <input type="checkbox"/> Unemployed, NOT Seeking Employment <input type="checkbox"/> Retired		

ADDITIONAL HOUSEHOLD MEMBERS DEMOGRAPHICS

<u>Last Name</u>		<u>First Name</u>		<u>Middle Name</u>	<u>Gender</u> <input type="checkbox"/> Male <input type="checkbox"/> Female	<u>Race</u> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Hawaiian/Pacific Islander	
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<u>Date of Birth</u>	<u>US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Highest Level of Education</u> <input type="checkbox"/> If less than high school diploma highest grade completed _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Some College but no Degree Degree Currently Pursuing: _____		<u>Employment</u> <input type="checkbox"/> Trade School <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Full Time Average Weekly Hr _____ <input type="checkbox"/> Part-Time Average Weekly Hr _____ <input type="checkbox"/> Unemployed, Seeking Employment <input type="checkbox"/> Unemployed, NOT Seeking Employment <input type="checkbox"/> Retired		

ADDITIONAL HOUSEHOLD MEMBERS DEMOGRAPHICS

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<u>Date of Birth</u>	<u>US Citizen?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Disability?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Highest Level of Education</u> <input type="checkbox"/> If less than high school diploma highest grade completed _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Some College but no Degree Degree Currently Pursuing: _____		<u>Employment</u> <input type="checkbox"/> Trade School <input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Full Time Average Weekly Hr _____ <input type="checkbox"/> Part-Time Average Weekly Hr _____ <input type="checkbox"/> Unemployed, Seeking Employment <input type="checkbox"/> Unemployed, NOT Seeking Employment <input type="checkbox"/> Retired		

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