

Early Learning TK/4 Important Notice for Enrollment Application Submission

Dear Applicant,

Each parent/guardian is responsible for providing the **required documentation** to the Early Learning program office at the time of enrollment.

The site application requires the applicant to upload documents required by the State of California for initial certification and enrollment into the TK/4 program.

Failure to upload the correct documents may delay the processing/qualification of your application. Please review carefully.

Thank you.

Family Size Documentation

Birth verification for ALL children under the age of 18 in the family.

Documentation includes:

- Birth Certificates for All Children Under 18 Years of Age
- Hospital Registration for All Children Under 18 Years of Age
- Passports for All Children Under 18 Years of Age
- Church Records (baptismal certificates)
- Adoption Documents and/or Foster Child/Legal Guardian Letter

Address Verification

Document within last 30-days with permanent home address and ALL enrolling parent(s)/guardian's name present. Non-San Diego City Residents may apply.

Documentation includes:

- Utility bill with all enrolling parents/guardian's name listed.
- Bank statement with all enrolling parents/guardian's name listed.
- Insurance Policy Copy
- Rental Agreements
- Credit Card Statements
- Mortgage Documents
- Military Housing Orders

Proof of Income

30 days of most recent and consecutive gross income for weekly, bi-weekly and semi-monthly pay dates.

Documentation includes:

- Payroll Check Stubs
- Cash Aid Documentation
- Food Stamps
- Child Support Payment Documentation
- Social Security Benefits
- Disability Payment Documentation

Self-Employment

If the parent is self-employed, provide documentation for a minimum of 30 days:

- A letter from the source of the income;
- A copy of the most recently signed and completed tax returns with a statement of current estimated income for tax purposes; or
- Other business records, such as ledgers, receipts, or business logs.

Immunization Record

Up to Date Record for the Enrolling Child ONLY

Documentation includes:

- 3 Polio
- 4 DTaP (Diphtheria, Tetanus, Pertussis)
- 3 Hepatitis B, 1 Varicella (Chickenpox)
- 1 MMR (Measles, Mumps, Rubella)
- 1 Hib (Influenza Type B)

Students with Special Education Services

Documentation includes

- Copy of IEP (pdf. version only)

Additional Information:

Provide Within 30 Days of Enrollment to your School Office

Physical Exam: Physician's Report (completed within the last 12 months and includes TB screening).